

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [briefly describe the issue, product, or service].

On [date of the incident], [describe the incident in detail, including any relevant circumstances]. This has caused me [explain how it has affected you, e.g., inconvenience, financial loss, etc.].

I have attempted to resolve this issue by [describe any previous actions taken, such as contacting customer service, etc.]. Unfortunately, [explain the outcome of those attempts].

I believe that [explain what you feel should be done to resolve the issue, e.g., a refund, replacement, etc.].

I hope to hear from you soon regarding my complaint. Thank you for your attention to this matter.

Sincerely,
[Your Name]