

**\*\*Complaint Letter Template Example\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Brief Subject of Your Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] at [location or context].

[Describe the issue, providing specific details such as what occurred, the impact it had, and any relevant figures or data.]

Despite attempts to resolve this matter by [mention any steps you took to resolve the issue], I have not received an adequate response or resolution.

I believe it is imperative for your organization to address my concern and take appropriate measures to resolve it. I request [specific resolution you are seeking, e.g., refund, replacement, clarification].

I appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Optional: Customer ID or Order Number]