

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Subject of Complaint]

I am writing to formally express my dissatisfaction with [briefly state the issue].

On [date of incident], I experienced [describe the problem in detail, including what happened, where it happened, and any relevant circumstances].

I have attempted to resolve this issue by [explain any previous attempts to address the problem, including dates and outcomes].

As a valued customer, I expected [describe your expectations or what you believe should happen].

I would appreciate your immediate attention to this matter and a response detailing how this issue will be addressed. Please contact me at [your phone number] or [your email] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]