

[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],

I am writing to formally express my dissatisfaction regarding [specific issue or product/service]. I have experienced [describe the issue briefly] on [specific date], and it has caused [explain the impact or inconvenience caused].

Despite my attempts to resolve this matter [mention any previous communications or attempts], I have not received an adequate response or resolution. I believe it is essential to bring this issue to your attention so that it can be addressed promptly.

I kindly request [state your desired resolution or action]. I look forward to your prompt response to this matter.

Thank you for your attention.

Sincerely,
[Your Name]