

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

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

Dear [Recipient Name],

Subject: [Brief Subject of the Complaint]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or incident].

On [date of incident], I [describe the incident briefly, including any relevant details such as location, names, and what transpired].

I have attempted to resolve this issue by [explain any previous steps taken to address the complaint, such as contacting customer service or in-person visits]. Unfortunately, [explain why these efforts did not lead to a satisfactory resolution].

Given the circumstances, I would appreciate your immediate attention to this matter. I am looking for [state what you would like to happen as a resolution, such as a refund, replacement, or apology].

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,  
[Your Name]