

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with [specific issue or experience] that I encountered on [date]. Despite my expectations based on [relevant product/service details], the experience did not meet the standards I anticipated.

[Explain the issue in detail, including any relevant information such as order number, service request, etc.]

I believe that such situations can cause frustration and inconvenience, and I hope to resolve this issue promptly. I would appreciate it if you could [suggest a solution or outcome you seek].

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

Sincerely,
[Your Name]