

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] which occurred on [date] at [location/department].

Despite my attempts to resolve this matter through [previous actions taken], I have not received a satisfactory response. The situation has resulted in [describe the impact, inconvenience, or consequences].

I believe this issue requires immediate attention and would appreciate a prompt resolution. I am confident that you will address this matter fairly and help me find a solution.

Thank you for your attention to this issue. I look forward to hearing from you soon.

Sincerely,
[Your Name]