

[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 hope this message finds you well. I am writing to express my dissatisfaction with [specific issue] that I experienced on [date of occurrence].

[Briefly describe the situation, including relevant details such as what happened, where it occurred, and any interactions with staff or services.]

I have always appreciated [Company/Organization Name] for [mention any positive experiences or qualities], which is why this recent incident has been particularly disappointing.

To resolve this matter, I would appreciate [state your desired resolution, e.g., a refund, replacement, or any other remedy].

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

Sincerely,
[Your Name]