

[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 [briefly state the issue].

[Provide a detailed description of the issue, including any relevant dates, locations, or circumstances].

I expected [state what you expected or what was promised], but unfortunately, [describe what actually happened].

I would appreciate it if you could [state what resolution you are seeking].

Thank you for addressing this matter promptly.

Sincerely,

[Your Name]