

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Problem]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue, problem, or service]. On [date of incident], I [describe what happened, including any relevant details or evidence]. Despite my efforts to resolve this matter, [explain any previous communication or attempts to address the issue]. Unfortunately, [describe the outcome or lack of response].

I believe this situation requires your immediate attention because [explain why the issue is important, how it has affected you, etc.]. I kindly request that you [state your desired resolution or outcome]. Please let me know how you plan to address this issue. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]