

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

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [briefly state the issue].

[Provide a detailed description of the complaint, including relevant dates, locations, and any other pertinent information.]

I believe this matter deserves your attention, and I would appreciate your prompt response to resolve this issue.

Thank you for your consideration.

Sincerely,
[Your Name]