

[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],

Subject: Complaint Regarding [Brief Description of Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or problem] that I encountered on [date of incident].

[Explain the issue in detail, including what you were expecting and how the experience did not meet those expectations. Include any relevant details such as order numbers, transaction IDs, dates, and interactions with staff if applicable.]

Despite my attempts to [describe any steps you've taken to resolve the issue, such as contacting customer service], I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and look forward to your response. Ideally, I would like [state what resolution you seek, whether it is a refund, replacement, etc.].

Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]