

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue or problem] that I experienced during my visit to Wuhan on [specific date(s)].

[Describe the issue in detail, including what happened, when, and where. Include any relevant facts or evidence, such as receipts or photographs, if applicable.]

I expected [mention your expectations or standards] and was disappointed to find [describe the shortcomings].

I would appreciate it if you could address this matter by [suggest what you would like as a resolution, such as a refund, an apology, or corrective actions].

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

Sincerely,
[Your Name]