

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Briefly State the Nature of the Complaint]

I am writing to formally express my dissatisfaction regarding [describe the issue in detail, including relevant dates, items, services, and any previous communications].

Despite my attempts to [mention any previous attempts to resolve the issue], the matter remains unresolved. I believe that this situation [explain the impact of the issue on you].

I kindly request that you address this matter promptly. I would appreciate a response by [provide a specific date].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]