

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

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

Dear [Recipient's Name],

****W - Write the Purpose****

I am writing to formally express my dissatisfaction regarding [specific issue or incident].

****X - Explain the Situation****

On [date], [describe the situation in detail, including any relevant facts, events, and interactions].

****O - Offer a Solution****

To resolve this issue, I would appreciate [suggest a reasonable solution or compensation].

****W - Wrap It Up****

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

Sincerely,

[Your Name]