

[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],

Subject: Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction with [describe the issue briefly]. This incident occurred on [date of occurrence].

Despite my efforts to resolve this issue by [mention any steps taken], I have not received a satisfactory response.

I kindly request that you address this issue promptly, as it has caused [mention any inconveniences or issues caused by the problem].

I look forward to your swift response to this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]