

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date] from [location or website].

[Explain the issue in detail, including any relevant information such as order numbers, dates, and the nature of the complaint. Be clear and concise.]

Despite my attempts to resolve this issue by [mention any previous communications or actions taken], I have not received a satisfactory response. [Explain why the response was unsatisfactory, if applicable.] I request that you [state the action you want them to take, e.g., refund, replacement, etc.]. Please respond to this letter by [specific date], so we can resolve this matter promptly.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]