

[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 [Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly].

On [date of incident], I [describe what happened]. This has caused [explain the impact of the issue].

I have attempted to resolve this matter by [mention any previous actions taken]. However, I have not received a satisfactory response.

I kindly request that you [state what you want as a resolution].

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

Sincerely,

[Your Name]