

[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 Resolution Request - [Brief Description of the Complaint]

I am writing to formally address my complaint regarding [specific issue] that I experienced on [date] during [specific circumstances].

[Describe the issue in detail, including any relevant information such as product/service details, location, and any correspondence that has taken place.]

Despite my attempts to resolve this matter through [previous contact methods, e.g., phone calls, emails], I have not received an adequate response or solution.

I believe that a suitable resolution would be [state your desired outcome, e.g., refund, replacement, service correction]. I kindly request your immediate attention to this matter and a prompt response outlining how you intend to resolve it.

Thank you for your attention to this issue. I look forward to your reply.

Sincerely,

[Your Name]