

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my complaint regarding [detailed description of the issue, including specific events, dates, and any relevant information].

[Explain the impact of the issue on you and any actions you have taken to resolve it.]

I believe that [state what you think should be done to resolve the issue, such as a refund, product replacement, or other remedial actions].

Please find attached [mention any documents you are including, such as receipts, photographs, or correspondence].

I hope to hear from you soon to address this matter. Thank you for your attention to this issue.

Sincerely,  
[Your Name]