

[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 complain about [describe the issue briefly].

Details of the complaint:

- Order/Account Number: [Number]
- Date of Incident: [Date]
- Description of the problem: [Provide a detailed explanation of the issue you faced]

I have previously contacted your customer service department about this matter on [date(s)], but unfortunately, a satisfactory resolution has not been provided.

I would appreciate it if you could address this issue promptly and provide guidance on how it can be resolved.

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

Sincerely,

[Your Name]