

[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/Problem]

I am writing to formally lodge a complaint regarding [specific issue/problem] that I encountered on [date]. Despite my efforts to resolve this matter, I am disappointed with the service I have received so far.

[Describe the issue in detail, including relevant dates, locations, and any communication you have had with the company regarding the issue.]
I expected [desired outcome], but unfortunately, this has not been achieved. This experience has caused [mention any inconvenience caused], which is not in line with the service standards that I have come to expect from [Company Name].

I request your immediate attention to this matter and a prompt resolution. I would appreciate it if you could provide a written response to my complaint by [specific date].

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company, if applicable]