

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

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

Subject: Complaint Regarding [Brief Description of the Issue]

Dear [Recipient's Name],

I am writing to express my dissatisfaction regarding [specific issue] that I experienced on [date]. Despite my expectations for quality service, [describe the issue in detail, including pertinent facts and your experience].

I have attempted to resolve this matter by [mention any previous communications or actions taken], but unfortunately, [describe the response or lack of response].

I kindly request that you [state your desired resolution or outcome], and I hope to resolve this issue amicably.

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

Sincerely,
[Your Name]