

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date].

[Explain the issue in detail, including any relevant dates, interactions with customer service, and the impact it has had on you.]

I believe this issue should be addressed promptly and request [specific resolution you seek, e.g., refund, replacement, etc.].

I look forward to your timely response to my complaint. Thank you for your attention to this matter.

Sincerely,  
[Your Name]