

[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]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue or incident].

On [date], I experienced [provide details of the incident, including what happened, where it occurred, and any relevant circumstances]. Despite my expectations, the outcome was [describe how the experience did not meet your expectations].

I have attempted to resolve this matter by [mention any previous contact, steps taken, or communications you've had with the company].

Unfortunately, I have not received a satisfactory response or resolution.

I would appreciate your prompt attention to this matter and hope to receive a response by [set a reasonable deadline]. Thank you for your attention to my concern.

Sincerely,
[Your Name]