

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue]. This issue has caused [briefly explain the impact of the problem].

Despite previous attempts to resolve the matter, [mention any previous communications or attempts]. Unfortunately, [explain the outcome or lack of resolution].

I kindly request that you take the necessary actions to address this issue by [suggest what you would like to be done].

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

Sincerely,  
[Your Name]