

[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 [Issue/Service/Product]
Dear [Recipient's Name],
I am writing to formally express my complaint regarding [briefly state the issue, e.g., a defective product, poor service, etc.].
On [date of the incident], I [describe what happened, including specific details, dates, and any relevant information].
Despite my efforts to resolve this matter by [mention any previous attempts to address the issue], I have not seen any satisfactory resolution.
I believe that [explain why the situation is unacceptable and what impact it has had on you].
I kindly request that [suggest a resolution or action you would like the company to take].
Thank you for addressing this issue promptly. I look forward to your reply.
Sincerely,
[Your Name]