

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

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with
[product/service] I received from [Company Name] on [date of
purchase/service].

[Describe the issue in detail, including any relevant information such as
order numbers, dates, etc.]

Despite my previous attempts to resolve this issue by [mention any
previous communication], I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and look forward
to your reply. Please inform me of the steps you will take to rectify
this situation.

Thank you for your time.

Sincerely,

[Your Name]