

[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 hope this letter finds you well. I am writing to formally address a complaint I submitted on [date of initial complaint] regarding [briefly describe the issue].

Despite my previous correspondence, I have not yet received a resolution or response regarding this matter. [Provide a brief description of the events following your complaint and any communications you've had with the company regarding it].

I kindly request that you look into this issue as soon as possible. I believe a resolution can be reached that satisfies both parties.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]