

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

Dear [Recipient's Name or Customer Service Department],

Subject: Complaint Regarding Your Services

I am writing to formally express my dissatisfaction with [specific service or product] that I received on [date]. Despite my expectations, the experience was not satisfactory due to [describe the issue clearly and concisely].

[Optional: Provide specific details about the incident, including any relevant order numbers, dates, and previous communications.]

I believe that this issue can be resolved by [suggest a resolution, such as a refund, replacement, or other action]. I have been a loyal customer of [Company Name] and hope to continue this relationship with improved service.

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)]