

[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]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] with the product/service (Ylabel) I purchased on [purchase date]. [Provide details of the issue, including what happened, the impact it had, and any previous communication you've had regarding it.]

I believe that as a customer, I deserve a resolution to this matter, and I would appreciate your prompt attention and assistance in addressing my concerns.

Thank you for your understanding, and I look forward to your swift response.

Sincerely,
[Your Name]