

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

[Recipient's Name]  
[Company Name / Organization]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly, including relevant details such as product/service name, order number, etc.].

[Explain the issue in detail, including any relevant dates, interactions, and how it has affected you.]

I have attempted to resolve this matter by [mention any previous attempts to address the issue, including conversations, emails, etc.], but unfortunately, my concerns remain unaddressed.

I would appreciate it if you could [outline what you would like the recipient to do to resolve the issue].

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)]