

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Complaint]

I am writing to formally express my complaint regarding [specific issue] that I experienced on [date(s) of incident].

[In the following paragraphs, provide a detailed description of the problem, including any relevant facts, names, supporting documents, etc.]

I respectfully request that you [state what you would like done to resolve the issue, such as a refund, exchange, apology, etc.].

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)]