

[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],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue].

[Provide detailed explanation of the issue, including relevant dates, locations, and any previous communications regarding the matter.]

I would appreciate it if you could [state your desired outcome or resolution]. I believe this would help resolve the matter satisfactorily. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,
[Your Name]