

[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 with [describe the issue briefly]. This incident occurred on [date of incident] and has caused [explain the impact of the issue].

Despite my attempts to resolve this matter through [mention any previous communication or attempts], I have not received a satisfactory resolution.

I would appreciate your immediate attention to this matter and a prompt response outlining how you plan to address this issue.

Thank you for your cooperation. I look forward to your reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]