

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

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

Dear [Recipient's Name],

Subject: [Brief Description of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date].

[Describe the issue in detail, including what happened and why it is a problem.]

I have attempted to resolve this matter by [mention any steps taken, such as contacting customer service or inquiring about the issue].

Unfortunately, [explain the outcome or lack of resolution].

I believe that [state your expectations for resolution, such as a refund, replacement, or apology].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]