

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

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

Dear [Recipient's Name],

****Subject: [Brief Summary of Complaint]****

I am writing to formally express my dissatisfaction with [describe the issue briefly]. This incident occurred on [date] at [location, if applicable].

[Provide detailed account of the complaint, including any relevant facts, patterns, or preceding interactions. Be specific and factual.]

I have attempted to resolve this issue by [explain any previous actions you've taken, such as contacting customer service, etc.]. However, I have not received a satisfactory response.

I request that [state what you want the recipient to do to resolve the issue]. I believe this would restore my confidence in your [company/organization].

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

Sincerely,

[Your Name]