

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

Yvonne [Last Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Yvonne,

I am writing to formally express my dissatisfaction regarding [specific issue]. Despite my attempts to resolve this matter informally, I have not received a satisfactory response.

On [date of incident], [describe the issue briefly, providing details such as what happened, where it occurred, and any relevant reference numbers or accounts]. This situation has caused [explain how it has affected you or why it is a concern].

I believe that [suggest possible solutions or what you hope to achieve with this letter]. I am confident that we can resolve this issue promptly and effectively.

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

Sincerely,

[Your Name]
[Your Contact Information]