

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Specific Issue]

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

[Describe the issue in detail, including any relevant dates, locations, and other facts.]

I have attempted to resolve this matter by [mention any previous attempts to solve the problem, if applicable]. However, the issue remains unresolved, and I feel it necessary to escalate my complaint.

I kindly request [state your desired outcome or resolution].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]