

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

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

Dear Zdenek,

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

[Explain the issue in detail, including dates, names, and any relevant information.]

I have attempted to resolve this matter by [mention any previous communication or attempts to resolve the issue], but unfortunately, it remains unresolved.

I would appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]