

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [specific issue or product/service] that I experienced on [date of incident]. Despite my previous attempts to resolve this matter through [mention any prior communication, e.g., phone calls, emails], I have not received a satisfactory response.

The details of my complaint are as follows:

- [Briefly explain the issue, including relevant details such as order numbers, dates, and any other pertinent information.]
- [Explain the impact this has had on you or your experience with the company.]

I believe this issue warrants immediate attention, and I would like to request [specific resolution you are seeking, e.g., a refund, replacement, etc.].

I hope to resolve this matter amicably and look forward to your prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Name]