

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [describe the issue briefly, e.g., a defective product, poor service, etc.] that I experienced on [date of incident].

[Provide a detailed account of the issue, including relevant details such as the product/service name, transaction date, any previous communication, etc. Be concise and stick to the facts.]

Given the circumstances, I kindly request [state your desired outcome, e.g., a refund, replacement, resolution of the issue, etc.]. I believe this action is justified considering [reason why you believe the resolution is appropriate].

I have attached [mention any supporting documents, if applicable, e.g., receipts, photographs, previous correspondence, etc.] to aid in the resolution of this matter.

I hope we can resolve this issue promptly. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]