

[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 express my dissatisfaction with [describe the issue briefly, e.g., a product, service, or experience] that I encountered on [date].

[Explain the issue in detail, including what you expected versus what you received.]

I believe this situation is unacceptable because [state your reasons, referencing company policies or expectations if applicable].

I would appreciate it if you could [state what resolution you are seeking, e.g., refund, exchange, repair].

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

Sincerely,

[Your Name]