

[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],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally lodge a complaint regarding [specific issue] that I experienced on [date] at [location or context].

[Provide a detailed description of the issue, including any relevant facts, dates, and actions taken to resolve it.]

I believe this matter deserves your attention due to [explain your reasoning]. I kindly request that you [state what you would like the company to do: refund, replacement, apology, etc.].

I appreciate your prompt attention to this matter. Please feel free to contact me at [your phone number or email] for any further information. Thank you for your time and consideration.

Sincerely,
[Your Name]