

[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 express my dissatisfaction regarding [specific issue] that occurred on [date] at [location or situation].

[Describe the issue in detail, including any relevant facts, events, or interactions.]

As a result of this experience, I [explain any adverse effects, inconveniences, or dissatisfaction you faced].

I believe that [state your expectations or desired resolution].

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

Sincerely,
[Your Name]