

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

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

Subject: Complaint Resolution Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address my concern regarding [briefly describe the issue, e.g., a product defect, service experience, etc.].

On [date of occurrence], I [describe what happened and the steps you have taken to resolve the issue]. Despite my efforts, I have not received a satisfactory resolution.

I would appreciate your immediate attention to this matter and request that you [state your desired outcome, e.g., refund, replacement, further assistance].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]