

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
1. Introduction
- State the purpose of the letter.
- Briefly describe the issue or complaint.
2. Details of the Complaint
- Provide specific details regarding the situation.
- Include dates, locations, and any relevant circumstances.
3. Impact of the Issue
- Describe how the issue has affected you.
- Mention any inconvenience, financial loss, or emotional distress.
4. Previous Communication
- Reference any previous communication regarding the complaint.
- Include details about responses received, if any.
5. Desired Resolution
- Clearly state what you would like the company to do to resolve the issue.
- Mention any steps you expect them to take.
6. Conclusion
- Thank the recipient for their attention to the matter.
- Include your contact information for follow-up.
Sincerely,
[Your Name]