

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]  
Subject: Complaint Regarding [Issue Description]  
Dear [Recipient's Name],  
I am writing to formally express my dissatisfaction with [describe the issue briefly].  
[Explain the situation in detail, including dates, product/service involved, and previous attempts to resolve the issue.]  
I believe this matter deserves immediate attention and I request that [state your desired resolution].  
Thank you for taking the time to address my concerns. I look forward to your prompt response.  
Sincerely,  
[Your Name]