

[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],

Subject: Complaint Regarding [Specify the Issue]

I am writing to formally express my dissatisfaction with [describe the situation briefly].

On [date of the incident], I [explain what happened in detail].

Unfortunately, [describe the outcome or problem].

I expected [state your expectations], but instead, [describe the disparity]. This has caused [explain any inconvenience or damage].

I would appreciate it if you could [state what resolution you are seeking]. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]