

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

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date]. Despite my expectation for quality service/information, I encountered [describe the problem clearly and concisely].

[Add any relevant details or incidents that support your complaint, including how it affected you.]

I have attempted to resolve this issue by [mention any previous communication or attempts to rectify the problem], but unfortunately, [explain the outcome of those attempts].

I would appreciate your prompt attention to this matter and a resolution that can address my concerns. I believe that a satisfactory resolution would be [state your desired outcome, whether it's a refund, replacement, or other remedy].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]