

[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 - [Brief Description of Complaint]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue I encountered regarding [briefly describe the issue, e.g., a product/service purchased, an experience in a store, etc.].

On [date of incident], I [describe the situation and any actions taken]. Unfortunately, [explain the problem clearly, including any relevant details].

I have always appreciated the quality of service/products from [Company Name], which is why I am disappointed by this experience. I believe this issue can be resolved effectively.

I kindly request that you [state your desired outcome, whether it's a refund, replacement, etc.]. I hope to receive a response by [set a reasonable deadline for a reply].

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

Sincerely,
[Your Name]