

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Complaint Regarding [Issue]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue]. This incident occurred on [date] at [location or context if applicable].

[Provide specific details about the issue, including what happened, any relevant order numbers, and attempts made to resolve the issue.]

I believe this matter warrants immediate attention and resolution. Therefore, I kindly request [state your desired resolution, e.g., a refund, replacement, etc.].

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

Sincerely,
[Your Name]