

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with [briefly state the reason for your complaint] that occurred on [specific date] at [location].

[Provide details of the incident, including what happened, any relevant information, and how it affected you.]

I believe this matter requires immediate attention due to [explain the impact of the issue, any inconvenience caused, etc.].

I kindly request [state what resolution you are seeking, whether it be an explanation, a refund, policy change, etc.].

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

Sincerely,
[Your Name]