

[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],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date].

Despite my expectations for [product/service], I was disappointed due to [details of the complaint]. This experience has not met the standards that I anticipated, which has prompted me to reach out.

I request that you [desired resolution], as I believe it would address the issue satisfactorily.

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

Sincerely,
[Your Name]