

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

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

Dear [Recipient's Name],

I am writing to express my dissatisfaction with [specific issue] that occurred on [specific date or time].

[Describe the issue in detail, including what happened, any relevant dates, and how it has affected you.]

I have attempted to resolve this matter by [mention any previous communication or attempts to resolve], but unfortunately, I have not received a satisfactory response.

I would appreciate it if you could [state your desired outcome or solution].

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

Sincerely,

[Your Name]