

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue, product, or service] received on [date].

Despite attempts to [explain any previous steps taken to resolve the issue], I have [describe the outcome or lack of response].

I would appreciate it if you could [state what you want the company to do], as it would help restore my confidence in your services/products.

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

Sincerely,  
[Your Name]