

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [specific issue]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue] that I experienced on [date of incident].

[Provide a detailed description of the issue, including what transpired, who was involved, and any relevant facts.]

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

I kindly request that you [state what resolution you seek - e.g., a refund, replacement, or any other action].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]