

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

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

Subject: Complaint Regarding [Brief Description of the Issue]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date of incident].

[Provide a detailed description of the issue, including any relevant facts, experiences, or dates. Mention any previous communication or attempts to resolve the issue, if applicable.]

I believe that this situation does not reflect the standard of service I expect from [Company/Organization Name]. I am requesting [specific resolution you are seeking, such as a refund, replacement, or other corrective action].

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

Sincerely,
[Your Name]