

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

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

Dear [Recipient's Name],

Subject: Complaint Resolution Regarding [Brief Description of Issue]

I hope this message finds you well. I am writing to formally express my concern regarding [specific issue] that I experienced on [date of incident]. Despite my previous attempts to resolve this matter, there has been no satisfactory response.

To provide some context, [briefly explain the issue, including relevant details such as order number, product/service involved, and what steps you have taken to resolve the issue].

I appreciate your attention to this matter and kindly request a prompt resolution. I believe that [suggested solution or compensation, if applicable].

Thank you for your understanding. I look forward to your swift response.

Sincerely,
[Your Name]