

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

Dear [Recipient's Name or "Customer Service Team"],  
Subject: Complaint Regarding [Brief Description of the Issue]  
I am writing to formally express my dissatisfaction with  
[product/service/incident] that I [purchased/experienced] on [date].  
[Provide a brief description of the issue, including relevant details and  
how it affected you.]  
Despite my attempts to [resolve the issue/contact customer service], I  
have not received a satisfactory response. [Explain any previous  
communications or actions taken.]  
I would appreciate your immediate attention to this matter. [State what  
resolution you are seeking, such as a refund, replacement, etc.]  
Thank you for your prompt attention to this issue. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]