

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Problem]

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

[Provide detailed information about the issue, including what happened, any relevant context, and why it is a concern.]

I expected better service, and this experience has been disappointing. I believe that [suggest what you feel would be a fair resolution, or any compensation you seek].

I hope this matter can be resolved promptly. Thank you for your attention to this issue. I look forward to your timely response.

Sincerely,  
[Your Name]