

[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 Regarding [Issue/Problem]

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased from your company on [purchase date].

[Describe the issue in detail, including any relevant information such as order numbers, dates of service, and points of contact with customer service.]

Despite my attempts to resolve this matter by [mention any previous communications], the problem remains unresolved.

I kindly request that you [explain what resolution you seek, such as a refund, exchange, or service correction].

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

Sincerely,
[Your Name]