

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue, e.g., a product/service received, customer service experience, etc.].

On [date of the incident], I [describe what happened, including any relevant details such as order number, employee names, etc.]. Despite my expectations, [explain what went wrong, e.g., the product was defective, service was inadequate, etc.].

As a [loyal customer, first-time user, etc.], I anticipated a higher standard of [product/service] and was disappointed by my experience. I believe that [mention any policies or guarantees the company has that are relevant to your complaint].

I would appreciate your prompt attention to this matter. I am seeking [a refund, replacement, apology, etc.], and I hope we can resolve this issue amicably.

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

Sincerely,  
[Your Name]