

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my concern regarding [briefly describe the issue, e.g., a product/service] that I encountered on [date].

Despite my previous attempts to resolve this issue through [mention any prior communication], I have not received a satisfactory response or resolution. The details of my complaint are as follows:

- [Detail 1: Describe the issue clearly and concisely]
- [Detail 2: Include any relevant dates, times, and other specifics]
- [Detail 3: Mention any previous correspondence or actions taken]

I would appreciate your prompt attention to this matter and a resolution by [mention a specific date if applicable]. I believe that a satisfactory resolution could include [suggest a possible solution].

Thank you for your time and consideration. I look forward to your reply.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]