

[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],

Subject: Complaint Regarding [Issue/Service/Product]

I am writing to formally lodge a complaint regarding [describe the issue, service, or product] that I experienced on [date of experience].

[Provide a detailed description of the issue, including any relevant information such as order numbers, account details, and specific incidents.]

As a result of this situation, I have faced [explain any impact, inconvenience, or loss you have incurred].

I expect a timely resolution to this matter. I would appreciate [state what you would like done to resolve the issue, such as a refund, replacement, or other actions].

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

Sincerely,
[Your Name]