

[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: [Subject of the Complaint]

I hope this letter finds you well.

I am writing to express my dissatisfaction regarding [specific issue or incident]. On [date], I experienced [brief description of the issue] at [location or event].

Despite my expectations of [mention expectation], the situation did not meet those standards because [explain the problem in detail].

I have attempted to resolve this issue by [mention any prior communication or attempts to resolve the complaint] but unfortunately, [explain the outcome].

I would appreciate it if you could [state the resolution you are seeking].

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

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]