

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

Dear [Recipient Name/Customer Service Team],
Subject: Complaint Regarding [Issue/Concern]

I am writing to formally express my dissatisfaction with [briefly describe the issue, e.g., a product, service, or experience] that occurred on [date]. Despite my expectations, [explain what happened, including relevant details].

I have attempted to resolve this issue by [mention any previous communication or attempts to resolve the issue], but unfortunately, my concerns have not been addressed satisfactorily.

I would appreciate it if you could [state your desired resolution, e.g., a refund, replacement, or acknowledgment]. I believe this action would help restore my faith in [Company Name].

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]