

[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 concerns regarding [specific issue or grievance] that I have experienced with [product/service/organization] on [date].

Despite my efforts to resolve this matter informally by [mention any previous attempts to resolve the issue], I have not received a satisfactory response. The details of my grievance are as follows:

1. [Detail 1: Clearly explain the issue, including any relevant facts and dates]
2. [Detail 2: Provide any supporting information or documentation]
3. [Detail 3: Mention any impacts this has caused, if applicable]

I believe it is important to address this situation promptly and effectively. I kindly request that you [propose a solution or action you would like the company to take] by [specific timeframe, if applicable].

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

Sincerely,
[Your Name]