

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

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction with [specific issue or situation] that occurred on [date or timeframe].

[Explain the details of the issue, including any relevant information such as order number, account number, or the names of any involved parties.]

Despite my attempts to resolve the matter by [mention any previous communications or actions taken], I have not received a satisfactory response.

I would appreciate your immediate attention to this matter and request that you [specify the resolution you are seeking, e.g., a refund, replacement, etc.].

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

Sincerely,
[Your Name]