

[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],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date].

[Provide a brief description of the issue, including any relevant details such as order numbers, dates, and times.]

Despite my attempts to resolve this matter through [mention any previous communication], I have not received a satisfactory response. As a valued customer, I expected better service from your company.

I kindly request [specific resolution you are seeking, e.g., refund, replacement, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]