

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with [specific issue or product/service] that I encountered on [specific date].

[Explain the issue in detail, including any relevant information such as order number, dates, and previous communication].

Despite my attempts to resolve this matter by [describe any actions taken, such as contacting customer service or supporting staff], I have not received a satisfactory response. This experience has caused [explain any inconveniences or additional issues caused].

I kindly request that you [state your desired outcome, such as a refund, replacement, or further assistance], and I hope to resolve this issue amicably.

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

Sincerely,

[Your Name]
[Your Contact Information]