

[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],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue or service/product], which I experienced on [date].

[Briefly describe the main issue, including any relevant details such as location, time, and people involved. Explain how this has affected you, any attempts you made to resolve the issue, and the outcome of those attempts.]

I believe this issue warrants your attention and would appreciate your prompt response regarding corrective action. I look forward to your reply and hope for a resolution to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]