

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [briefly state the issue] that occurred on [date of incident].

[Describe the situation in detail, including any relevant information or context. Be factual and clear about your complaint.]

As a customer, I expected [describe your expectation or standard] and was disappointed to find [explain how the experience fell short].

I would appreciate it if you could [state your desired resolution, such as a refund, replacement, or an explanation].

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

Sincerely,
[Your Name]