

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally address a complaint regarding [specific issue] that I encountered on [date]. Despite previous communications with your support team, I have not received a satisfactory resolution.

The details of my complaint are as follows:

- [Issue description]
- [Relevant order number or account information]
- [Any previous correspondence reference]

I kindly request that you look into this matter and provide a resolution by [specific timeframe]. I have always appreciated your company's commitment to customer satisfaction, and I hope this situation can be resolved promptly.

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

Sincerely,

[Your Name]