

[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 [Product/Service Name]

I am writing to formally express my dissatisfaction with [briefly describe the product/service] that I purchased on [purchase date]. Unfortunately, my experience has been far from satisfactory due to [explain the issue clearly and concisely].

I expected [mention what you anticipated based on claims or previous experiences], and I was disappointed when [describe what went wrong]. To resolve this issue, I would appreciate [state your desired outcome, e.g., a refund, replacement, or service]. I believe this action would be fair considering [justify why you think your request is reasonable]. I hope to hear from you soon regarding this matter. Please find enclosed [mention any supporting documents, if applicable].

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]