

[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 concern regarding [brief description of the issue].

[Provide a detailed description of the issue, including dates, locations, and any relevant information].

I believe this situation is unacceptable because [explain why the issue is troubling and how it has affected you].

I would appreciate it if you could [state what resolution you are seeking, whether it's a refund, replacement, apology, etc.].

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

Sincerely,  
[Your Name]