

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

[Recipient's Name]
[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 express my dissatisfaction with [specific product/service] that I purchased from your company on [purchase date]. Unfortunately, [describe the issue in detail, including any relevant order numbers, dates, or incidents].

Despite my efforts to resolve this matter by [mention any actions you took, such as contacting customer service or returning the product], I have not received a satisfactory response. [Explain any additional relevant details].

I would appreciate it if you could [specify what you would like as a resolution, such as a refund, replacement, or additional assistance]. Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]