

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [specific issue related to the XLS file, e.g., "the performance of the spreadsheet we received on [date]"].

[Describe the problem in detail, including relevant details such as the nature of the issue, when it occurred, and any impact it has had on your work.]

I have attempted to resolve this issue by [describe any steps you have taken, such as contacting support or following instructions]. However, [explain why these efforts did not resolve the issue].

I kindly request that you [state what you want the company to do to resolve the issue, e.g., "provide a corrected version of the XLS file" or "issue a refund"].

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]