

[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],

I am writing to formally express my complaint regarding [briefly state the issue, e.g., a product, service, or experience] that I encountered on [date].

[Provide a detailed description of the issue, including any relevant details such as order number, dates, and interactions with customer service.]

I expected [state your expectations or what you believe should have happened]. However, [explain how the reality differed from your expectations].

I would appreciate it if you could [mention what resolution you are seeking, e.g., a refund, replacement, acknowledgment, etc.].

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

Sincerely,  
[Your Name]