

[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 dissatisfaction with [specific issue or product/service] that I encountered on [date].

[Explain the issue in detail, including any relevant information].

I expected better from your company, and I would appreciate a prompt resolution to this matter.

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]