

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Brief Description of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date].

[Provide a detailed description of the complaint, including relevant facts and any attempts you made to resolve the issue.]

I believe that addressing this matter is essential to ensure [mention any implications of the issue, if applicable]. Therefore, I would appreciate your prompt attention to this matter and a resolution that meets my expectations.

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

Sincerely,

[Your Name]