

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Concern]

I am writing to formally express my dissatisfaction with [specific issue or service] that I experienced on [date] at [location/department].

[Briefly describe the incident, including relevant details such as what happened, how it affected you, and any prior communication related to the issue.]

Despite my attempts to resolve this matter through [mention any prior communications, such as phone calls, emails, etc.], I have not received a satisfactory response.

I kindly request [specific resolution you are seeking, such as a refund, replacement, apology, etc.].

Thank you for your attention to this matter. I hope to hear back from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]