

[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],

I am writing to formally express my dissatisfaction regarding [specific issue or product/service].

On [date of occurrence], I [briefly describe what happened]. Despite my efforts to [mention any actions taken], I have yet to receive a satisfactory resolution.

I believe that as a customer, I am entitled to [mention any relevant rights or expectations]. I would appreciate your prompt attention to this matter and look forward to a resolution by [specific date].

Thank you for your understanding. I hope to hear from you soon.

Sincerely,  
[Your Name]