

[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 concern regarding [describe the issue clearly and concisely].

[Provide details of the incident, including any relevant dates, product or service information, and the impact it has had on you.]

I believe that this situation falls short of the high standards expected from [Company Name] and I am disappointed with the level of service/product provided.

I kindly ask that you [state your desired resolution or outcome]. I hope to hear back from you at your earliest convenience to resolve this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]