

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

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

Dear [Recipient's Name],

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

[Explain the details of your complaint, including any relevant information such as order numbers, dates, and specific incidents.]

I believe this issue requires immediate attention as it has caused [explain any inconvenience or impact].

I kindly request [state your desired resolution, e.g., refund, correction, apology] by [mention a preferable date if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]