

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

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

Dear [Recipient's Name],

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

[Describe the situation in detail, including what occurred, any relevant order numbers or account information, and how it failed to meet your expectations.]

I believe that this situation warrants immediate attention and resolution. I would appreciate if you could [state your desired outcome, e.g., a refund, replacement, or further assistance].

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

Sincerely,
[Your Name]