

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue].

[Provide detailed explanation of the issue, including dates, locations, and any relevant facts].

Despite my attempts to [mention any previous actions taken to resolve the issue], I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and look forward to a resolution.

Thank you for your consideration.

Sincerely,
[Your Name]