

[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],

Subject: Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., "the service I received on [date]" or "the product I purchased on [date]"].

[Provide a detailed description of the issue, including relevant dates, locations, and any previous communication related to the matter. Explain how the issue has affected you, and what resolution you are seeking.]

I believe that as a valued customer, my concerns should be addressed promptly. I look forward to your response and a swift resolution to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]