

[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 dissatisfaction regarding [specific issue or product/service] that I experienced on [date].

[Briefly explain the issue, including any relevant details such as order numbers, dates, and specific problems.]

I believe this situation warrants attention because [explain the impact of the issue on you or why it is significant].

I would appreciate it if you could [state your desired resolution, e.g., a refund, replacement, or other actions].

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

Sincerely,  
[Your Name]