

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [specific date]. Despite my previous attempts to address this matter, I found [specific details of the issue].

The impact of this issue has been [explain the effect on you or your situation]. I believe it is important for the company to maintain [mention any relevant company values or policies].

I would appreciate it if you could [suggest a resolution or compensation]. I hope for a prompt response and action regarding this complaint.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]