

[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 incident related to yy z].

[Provide details about the issue, including any relevant dates, locations, and individuals involved.]

Despite my efforts to address this matter [mention any previous communication or attempts to resolve the issue], I have not received a satisfactory response, which has compelled me to escalate my concerns through this letter.

I believe that [explain why the situation is unacceptable and what impact it has had on you].

I kindly request [state the specific resolution you are seeking, such as a refund, replacement, etc.].

Thank you for your attention to this matter. I hope to hear back from you soon to resolve this issue amicably.

Sincerely,
[Your Name]