

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my serious concerns regarding [specific issue or incident] that occurred on [date of incident]. Despite my previous attempts to address this matter through [mention any prior communication], I feel compelled to escalate my complaint due to the lack of satisfactory resolution.

[Clearly describe the situation, providing details and any relevant evidence, such as order numbers, dates, and names. Explain how this has impacted you or your experience.]

I believe it is essential to address this issue promptly and effectively. I request that [specific action you want the recipient to take, e.g., a refund, policy change, etc.].

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

Sincerely,
[Your Name]