

[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 [describe the issue briefly, e.g., a product, service, or experience].

On [date of the incident], I [explain what happened, including any relevant details such as purchase date, order number, etc.].

Despite my efforts to [mention any steps you have taken to resolve the issue], I have not received a satisfactory response.

I believe it is fair to request [outline your expectations or desired resolution].

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

Sincerely,
[Your Name]