

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name or "To Whom It May Concern"],

I am writing to formally express my dissatisfaction with [specific issue or service/product] that I experienced on [date or time period].

[Briefly explain the situation, including any relevant details that will help clarify your complaint.]

Despite my attempts to resolve this issue by [mention any previous correspondence or actions taken], I am still dissatisfied with the response/outcome.

I would appreciate it if you could [state what you would like to happen as a resolution].

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

Sincerely,
[Your Name]