

[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],

Subject: Complaint Regarding [Service Name]

I am writing to formally express my dissatisfaction with the [specific service] provided by [Company Name] on [date of service].

[Briefly describe the issue with the service, include specific details such as what went wrong, how it affected you, and any relevant order numbers or transaction details.]

Despite my attempts to resolve this issue by [mention any previous communication or attempts to fix the problem], I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and request a [specific resolution you are seeking].

Thank you for addressing this issue. I look forward to your response.

Sincerely,

[Your Name]