

[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 complain about [specific issue] that I experienced on [date or timeframe]. Despite my attempts to [mention any prior communication or attempts to resolve the issue], the problem remains unresolved.

The details of my complaint are as follows:

- [Describe the issue clearly and concisely]
- [Mention any relevant order numbers, account numbers, or dates]
- [Explain how you were inconvenienced or affected by the issue]

I believe this situation requires immediate attention and resolution. I would appreciate your prompt response and a proposed solution to this matter.

Thank you for your attention to my complaint. I look forward to your reply.

Sincerely,
[Your Name]