

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

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue or product/service].

[Explain the issue clearly and concisely. Include relevant details such as dates, locations, and any previous correspondence].

Despite my attempts to [mention steps taken to resolve the issue], I have found that the situation remains unresolved.

I kindly request that [state your desired resolution, such as a refund, replacement, or other action].

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

Sincerely,
[Your Name]