

[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],

Subject: [Brief Subject of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date].

Firstly, I would like to provide details of the situation:

- [Describe the incident clearly and concisely, including relevant dates, times, locations, and any individuals involved.]
- [Explain how this issue has impacted you, including any inconvenience, financial loss, or emotional distress.]

Despite my attempts to resolve this matter by [mention any previous communications or actions taken], I have not received a satisfactory response, prompting me to write this letter.

I kindly request that you [state your desired resolution, whether it be a refund, replacement, apology, etc.].

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

Sincerely,  
[Your Name]