

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Company/Organization Name]\*\*  
\*\*[Company Address]\*\*  
\*\*[City, State, Zip Code]\*\*

Dear [Recipient's Name],

I am writing to formally address a complaint regarding [brief description of the issue, e.g., a product, service, experience].

On [date of incident], I [describe what happened, including any relevant details or circumstances]. Unfortunately, this experience did not meet my expectations due to [explain reasons for dissatisfaction].

I would appreciate it if you could [state your desired resolution, e.g., a refund, replacement, or specific action]. I have attached [any relevant documents or evidence, if applicable] for your reference.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]