

[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],

Subject: [Brief Subject of Your Complaint]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly].

On [specific date], I [describe the incident or issue in detail]. This has caused [explain the impact of the issue on you or your situation]. I have previously attempted to resolve this matter by [mention any previous communication or steps taken]. However, I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and hope for a resolution by [mention a specific time frame, if applicable].

Thank you for your attention to this issue. I look forward to your reply.

Sincerely,

[Your Name]