

[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 express my dissatisfaction with [describe the issue briefly, e.g., a product, service, or experience].

On [date of the issue], I [explain what happened, including relevant details, such as what you purchased or the service you received].

Unfortunately, [describe how the issue affected you, e.g., inconvenience, financial loss, etc.].

I have attempted to resolve this matter by [mention any previous actions taken, e.g., contacting customer service, returning a product]. However, I have not received a satisfactory response.

I would appreciate your attention to this matter and look forward to your prompt resolution. Thank you for addressing my concerns.

Sincerely,  
[Your Name]