

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Brief Subject of the Complaint]

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

Description of the issue:

- [Detail 1: Describe the situation, including what happened, when, where, and who was involved.]
- [Detail 2: Explain how the issue impacted you or the service/product you expected.]
- [Detail 3: Include any relevant facts or evidence that support your complaint.]

I have made attempts to resolve this matter by [explain any actions you've taken, such as contacting customer service, etc.], but unfortunately, the issue remains unresolved.

As a resolution, I would appreciate [specific resolution you are seeking, e.g., a refund, replacement, etc.].

I look forward to your prompt response to my complaint. Please feel free to contact me at [your phone number] or [your email address] to discuss this matter further.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]