

\*\*[Your Name]\*\*

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

\*\*[Recipient's Name]\*\*

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue]. This issue occurred on [date of incident] and has caused [explain the impact].

[Provide details about the complaint, including any relevant information, steps taken to resolve it, and any communications with the company.]

I believe that [state your expectation for resolution]. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]