

# Client Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address my dissatisfaction with [Product/Service] I received on [Date]. Despite my expectations, I encountered the following issues: [Briefly outline the issues].

I would appreciate your attention to this matter and a prompt response to resolve my concerns. I believe that [Propose a solution or request].

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

Sincerely,

[Your Name]