

Complaint Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue or dispute]. This matter has caused [explain the impact of the issue on your business or personal situation].

In accordance with our previous communications and the terms of our agreement, I expect a resolution to this issue by [insert a specific date]. Failure to address this matter may result in further action including [mention any potential steps you may take, e.g., seeking legal counsel, reporting to regulatory bodies, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]