

[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],

I am writing to formally complain about [describe the issue briefly]. This has caused me [explain how it has affected you]. Despite my attempts to resolve this matter by [explain previous attempts to address the issue], I have not received a satisfactory response.

I would appreciate it if you could address this issue promptly and inform me about the steps you will take to rectify the situation. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]