

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the recent decision made on [specific issue or decision]. I was surprised and disappointed to learn about this outcome, as I believed [brief explanation of your expectations or the impact of the decision].

It has come to my attention that [describe the decision and any relevant details]. This decision not only affects me personally, but also [mention how it affects others or the organization as a whole].

I respectfully urge you to reconsider this decision and take into account [provide any supporting arguments or evidence]. I believe that an alternative approach could lead to a more favorable outcome for all parties involved.

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

Sincerely,

[Your Name]