

Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date] regarding [specific service or product]. Despite my expectations, the service did not meet the standards I anticipated from your company.

Specifically, the issues I encountered included:

- [Detail of the issue]
- [Detail of the issue]
- [Detail of the issue]

I believe this issue could have been resolved effectively if proper attention had been given to my concerns. I would appreciate your immediate attention to this matter and would like to request [desired outcome or resolution].

Thank you for taking the time to address my complaint. I look forward to your prompt response.

Sincerely,

[Your Name]