

Letter of Urgent Dissatisfaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my urgent dissatisfaction regarding [specific issue or service]. Despite my previous attempts to resolve this matter, I have not received a satisfactory response.

My concern is [elaborate on the issue, including specific details and dates]. This situation has caused [explain the impact of the issue on you or your business].

I request that you address this issue promptly and provide a remedy by [insert a specific date]. If I do not hear back from you by then, I will have no choice but to escalate this matter further.

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

Sincerely,

[Your Name]