

[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 hope this message finds you well. I am writing to formally address a complaint I encountered regarding [specific issue or product/service] on [date of incident].

Despite my initial purchase, I have faced issues related to [briefly describe the issue]. This has caused [explain any inconvenience caused]. According to your company policy, I believe I am entitled to [state your expected resolution].

I would appreciate your prompt attention to this matter and look forward to your response regarding the steps you will take to rectify this situation. Thank you for your assistance.

Sincerely,

[Your Name]