

Letter of Complaint Resolution

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a recent issue I encountered due to a miscommunication regarding [briefly describe the issue, e.g., "my recent order"]. Despite my expectations, I experienced [briefly describe the outcome of the miscommunication, e.g., "a delay in delivery which led to inconvenience"].

After reviewing the communication exchanged, I believe that the misunderstanding arose from [provide specific details about the miscommunication]. I would appreciate your assistance in resolving this matter as soon as possible.

To move forward, I kindly request [state what resolution or action you seek, e.g., "a prompt update on my order status"]. I believe this will help restore my confidence in your services.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]