

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a recent experience I had with [specific service or product] provided by your company on [date of service]. Unfortunately, the service I received did not meet the expectations promised and was inconsistent with the quality outlined in your company's policies.

Specifically, [describe the nature of the discrepancy, including any relevant details such as what was promised vs. what was delivered]. This has caused [explain any inconvenience or issues this has caused you].

I would appreciate it if you could look into this matter and provide a resolution. I have always valued your service until this incident, and I hope we can rectify this issue promptly.

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

Sincerely,

[Your Name]