

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

[Service Provider Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding [Service/Account/Reference Number]

Dear [Service Provider Name],

I am writing to formally lodge a complaint regarding the service that I received from your company. The details of my complaint are as follows:

[Describe the issue in detail, including relevant dates, names, and a clear description of the problem.]

I would appreciate it if you could look into this matter promptly and provide an appropriate resolution. I look forward to your response within [reasonable timeframe, e.g., 14 days] from the date of this letter.

Please contact me at your earliest convenience should you require any additional information.

Sincerely,

[Your Name]