

**Your Name:** \_\_\_\_\_

**Your Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Email/Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recipient's Name/Title:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

[Briefly state the purpose of your letter, e.g., "I am writing to formally lodge a complaint regarding..."]

[Provide details about your complaint: dates, product/service, steps taken, reference numbers/orders, etc.]

[Describe the outcome you are seeking or what action you wish to be taken.]

[Include any references to attached documentation or previous correspondence.]

Sincerely,

\_\_\_\_\_

**Signature**