

Your Name: _____

Your Address: _____

City, State, ZIP: _____

Email/Phone: _____

Date: _____

Recipientâ€™s Name/Title: _____

Business Name: _____

Business Address: _____

City, State, ZIP: _____

Subject: _____

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

[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