

Subject: Formal Complaint Regarding [Issue]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date].

Details of the Issue:

- Description: [Provide a detailed description of the issue]
- Reference Number: [if applicable]
- [Any additional relevant information]

I would appreciate it if you could address this matter promptly. I look forward to your response and a resolution to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address, if necessary]