

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my complaint regarding [specific issue or problem] that occurred on [date of incident]. Despite my attempts to resolve this matter informally, I feel it is necessary to address it in writing.

[Describe the situation in detail, including what happened, how it affected you, and any previous communication regarding the issue.]

I believe that this matter deserves attention, and I would appreciate your prompt response. I look forward to your resolution to this issue.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]