

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue/Service/Product]

I am writing to formally address a complaint regarding [describe the issue briefly] that I experienced on [date of incident].

[Describe the details of the issue clearly and concisely, including specific information such as order numbers, transaction details, and any relevant communications.]

I would appreciate your attention to this matter and would like to request [state your desired resolution, such as a refund, replacement, etc.].

Thank you for your attention to this issue. I hope to resolve this matter promptly.

Sincerely,

[Your Name]