

[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],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue or product/service] that I experienced on [date of experience].

[Describe the issue in detail, including any relevant order numbers, dates, or other specific information. Explain how it has affected you or your business.]

I have attempted to resolve this matter by [mention any previous communication or steps taken], but unfortunately, the issue remains unresolved.

I kindly request that you take appropriate action to address my complaint by [specific resolution you are seeking].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]