

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Complaint

Dear [Recipient's Name],

I am writing to formally express my complaint regarding [specific issue or incident] that occurred on [date of incident].

[Briefly describe the issue, including relevant details such as what happened, who was involved, and any attempts you made to resolve the issue prior to this letter.]

I believe this matter requires your immediate attention because [explain why the issue is significant and its impact on you].

I kindly request that you [propose a resolution or action you would like to see].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]