

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

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

I hope this letter finds you well. I am writing to formally address a complaint regarding [briefly describe the issue, service, or product].

The incident occurred on [date of incident], and I have [describe any previous attempts to resolve the issue, if applicable].

Despite my efforts to [describe any steps you have taken for resolution], I have not received the satisfactory outcome I expected. This situation has caused [explain how it has affected you].

I kindly request that you [state what resolution you are seeking], as I believe this will help resolve the matter promptly. I have included [mention any documents or evidence attached] for your reference.

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)]
[Enclosures: if any]