

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

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [briefly explain the issue] that occurred on [date of incident].

[Provide a detailed description of the issue, including what happened, who was involved, and any relevant details.]

[Explain how the issue has affected you, including any inconvenience or financial loss.]

I have attempted to resolve this matter by [mention any previous attempts to address the issue, such as phone calls, emails, or in-person visits, including dates and responses received].

I believe that a satisfactory resolution would be [state what you would like the company to do, whether it's a refund, replacement, apology, etc.].

Please find attached [mention any supporting documents, if applicable].

I hope you address this issue promptly, as I value [Company's Name] and wish to continue my relationship with your establishment. Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]