

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

[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally lodge a complaint about [describe the issue briefly]. On [date], [provide details about the incident or problem].

I have attempted to resolve this issue by [mention any previous attempts, if any], but unfortunately, [explain the outcome or lack thereof].

I believe that this matter requires immediate attention, and I kindly request [describe the action you want them to take].

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

Sincerely,
[Your Name]