

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

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

Dear [Recipient Name],

Subject: Official Complaint Regarding [Issue/Service/Incident]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date] at [location or event].

Despite my efforts to resolve this matter through [previous attempts made, e.g., phone calls, emails], I have not received a satisfactory response.

The details of my complaint are as follows:

- [Describe the issue clearly and concisely, including relevant facts and context.]
- [Mention any supporting evidence, such as receipts, photographs, or correspondence, if applicable.]

I believe this issue is significant because [explain the impact of the problem on you or others]. I urge your company to take this matter seriously and investigate it thoroughly.

I would appreciate a prompt response to this letter, ideally by [specific date], as I am eager to see this issue resolved. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]