

[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]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of the Issue]

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

Firstly, I would like to provide a brief overview of the situation:

[Describe the issue clearly and concisely, including relevant details and any attempts made to resolve it].

Despite my efforts to [mention any actions you have taken to resolve the issue], the matter remains unresolved. This has led to [explain the impact of the issue on you or others involved].

I believe it is important to bring this matter to your attention as [state why it is significant or how it reflects on the company]. I request that you [suggest a resolution or action you would like them to take], as I believe this will help rectify the situation.

Thank you for taking the time to consider my complaint. I hope to hear back from you soon regarding this matter.

Sincerely,
[Your Name]