

[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]

Subject: Formal Complaint Submission

Dear [Recipient's Name or "Customer Service Team"],

I am writing to formally submit a complaint regarding [briefly describe the issue].

On [date of the incident or issue], I [explain what happened, including any relevant details, such as location, products, services, or interactions]. This experience has [explain the impact it had on you]. I have attempted to resolve this issue by [describe any previous actions you took: calls, emails, etc.], but unfortunately, [explain the outcome or lack thereof].

I would appreciate your immediate attention to this matter and a resolution that includes [state what you are seeking: refund, replacement, service, etc.].

Thank you for your prompt attention to this complaint. I look forward to your response within [set a reasonable time frame, e.g., 14 days].

Sincerely,  
[Your Name]