

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally file a complaint regarding [specific issue or situation], which I believe has caused [describe impact or harm].

Details of the incident:

- Date of incident: [Insert date]
- Location: [Insert location]
- Individuals involved: [List names, if applicable]
- Description of the issue: [Provide a detailed account of what happened]

I have taken the following steps to resolve this matter:

- [List any actions taken, such as contacting customer service, etc.]

I believe this situation warrants attention because [explain why it is important and how it impacts you or others].

I kindly request that you investigate this matter and take appropriate action. I am looking for [state what resolution you seek, e.g., refund, policy change, etc.].

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

Sincerely,

[Your Name]