

[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: Formal Complaint Regarding [Issue/Subject]

I am writing to formally express my concern regarding [briefly state the issue] that occurred on [date of occurrence].

[Provide a detailed explanation of the complaint, including any relevant information, dates, and context. Be concise and specific.]

I have attempted to resolve this matter by [mention any previous communication or actions taken], but unfortunately, I have not received a satisfactory response.

I would appreciate it if you could look into this matter urgently and provide a resolution.

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

Sincerely,
[Your Name]