

[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],

I am writing to formally express my concern regarding [specific issue or product/service] that I encountered on [date]. Despite my attempts to resolve this matter informally, I feel that a formal complaint is necessary.

[Provide a detailed explanation of the issue, including relevant facts, dates, and any previous communication regarding the matter.]

I kindly request [a specific resolution or action you would like them to take], and I hope to resolve this matter promptly.

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

Sincerely,
[Your Name]