

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally express my complaint regarding [specific issue] that occurred on [date of incident].

[Provide a detailed description of the issue, including any relevant facts, dates, and previous correspondence related to the matter.]

I would appreciate it if you could address this issue promptly and provide a solution that meets my expectations.

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

Sincerely,  
[Your Name]