

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [specific issue]

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

[In this paragraph, provide a detailed description of the issue, including how it affected you. Be specific about what occurred, where it happened, and any relevant circumstances.]

I have attempted to resolve this issue by [mention any prior steps you've taken, such as contacting customer service or speaking to a manager], but unfortunately, [describe the outcome of those attempts].

I believe that [state your expectations for resolution, such as a refund, replacement, service correction, etc.]. I feel that this course of action is fair because [provide reasons justifying your request].

Please find attached [mention any supporting documents, images, or receipts that pertain to your complaint].

I appreciate your immediate attention to this matter and look forward to your prompt response. I can be reached at [your phone number] or [your email address].

Thank you for your time.

Sincerely,

[Your Name]