

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue]. Despite my previous attempts to resolve this matter [mention any prior communication], I believe that further action is necessary.

[Explain the details of the issue, including dates, locations, and any relevant facts. Be concise but thorough in your description.]

I kindly request [state the resolution you seek], as I believe this would be a fair solution to the matter at hand.

Thank you for taking the time to address this issue. I look forward to your prompt response.

Sincerely,  
[Your Name]