

[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 submit a complaint regarding [specific issue] that occurred on [date of the incident]. [Description of the incident, including key details and any previous communications regarding this issue].

I believe that this issue warrants your attention because [explain the impact or consequences of the issue].

I kindly request that you take appropriate action to address this matter.

[State any specific resolution or response you are seeking].

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

Sincerely,  
[Your Name]