

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my concerns regarding [briefly describe the issue or incident], which occurred on [date].

[Explain the situation in detail, including relevant facts and any previous correspondence or attempts to resolve the issue.]

This matter has caused [discuss the impact of the issue, such as inconvenience, financial loss, emotional distress, etc.]. I believe that it is essential to address this problem to [mention any benefits of resolving the issue, such as improving customer satisfaction or preventing future issues].

I kindly request that you [state your desired resolution, such as a refund, replacement, apology, or other actions]. I believe this is a reasonable request considering [provide reasons to support your request]. Please let me know how we can resolve this issue promptly. I am hopeful that we can reach a satisfactory conclusion. I look forward to your response within [provide a specific time frame, e.g., 14 days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]