

[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 lodge a complaint regarding [detailed description of the issue], which occurred on [date of incident].

[Explain the situation, providing relevant details such as times, locations, and individuals involved. Include any attempts you've made to resolve the issue.]

I kindly request that you [state your desired outcome or resolution].

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

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]