

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Briefly State the Issue]

I am writing to formally express my dissatisfaction with [describe the situation or product/service]. On [date], I [explain what happened, including any relevant details or interaction].

The main issues I faced were:

1. [Detail the first issue]
2. [Detail the second issue]
3. [Detail any additional issues]

Despite my attempts to [mention any prior communication you had regarding the issue], I am yet to receive a satisfactory response or resolution.

I would appreciate it if you could [state what you would like the recipient to do to resolve the issue].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]