

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name/ Customer Service],

Subject: Formal Complaint Regarding [Issue/Concern]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue].

On [date], I [describe what you did or what specifically happened].

Despite my efforts to resolve the issue by [mention any previous communications or actions taken], I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and look forward to hearing from you soon. I hope for a resolution that reflects the values of [Company Name].

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]