

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue], which occurred on [date of incident].

[Explain the situation in detail, including relevant facts and any previous communication regarding the issue. Be specific about what occurred and how it has affected you.]

As a [customer/member/etc.], I expected [describe your expectations], and I believe that [explain how the actual situation did not meet those expectations].

I kindly request that you [suggest resolution, e.g., a refund, replacement, etc.] to rectify this situation. I believe this action would align with your company's commitment to customer satisfaction.

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

Sincerely,

[Your Name]