

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

Financial Conduct Authority
12 Endeavour Square
London, E20 1JN
United Kingdom

Subject: Formal Complaint Against [Company Name]

Dear Sir/Madam,

I am writing to formally lodge a complaint against [Company Name], with reference to [specific issue or incident], which occurred on [date].

Details of the complaint:

1. ****Description of the Issue****: [Provide a detailed description of the issue]
2. ****Relevant Dates****: [List any relevant dates including when you first reported the issue]
3. ****Communication History****: [Summarize any communications with the company regarding the issue]
4. ****Desired Outcome****: [Explain what you are seeking as a resolution to your complaint]

I have attached all relevant documentation related to this matter, including [list any documents you are including, such as letters, emails, contracts, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]