

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue/Concern]

I am writing to formally lodge a complaint regarding [briefly describe the issue or concern]. This matter has caused [explain the impact or inconvenience caused by the issue].

[Provide a detailed explanation of the issue, including any relevant dates, locations, and names of involved parties. Include any previous correspondence or attempts to resolve the issue.]

I kindly request that you [state what resolution or action you are seeking]. I believe this action will not only address my concern but also enhance your [service/product/company reputation].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]