

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/FVD Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction with [describe the issue/service/product] that I experienced on [date of occurrence].

[Explain the details of the complaint, including any relevant information, transactions, or interactions.]

Despite my attempts to resolve this matter by [describe any previous attempts to contact/resolve the issue], I have not seen satisfactory results.

I kindly request that you investigate this matter and take appropriate action to rectify the situation. I look forward to your prompt response and hope for a resolution to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]