

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue/Incident]

I am writing to formally express my complaint regarding [briefly describe the issue or incident, including relevant details such as dates, specific events, and any previous communication about the matter].

[Explain the situation in detail, outlining your concerns and how it has affected you. Be sure to include any relevant documentation or evidence, if applicable.]

I believe that [explain why you feel the issue is unacceptable and what you expect from the recipient in terms of resolution].

I would appreciate a prompt response to this matter and look forward to your resolution. Thank you for your attention to this important issue.

Sincerely,

[Your Name]