

[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]

Subject: Formal Complaint Regarding [Subject of Complaint]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally lodge a complaint regarding [briefly state the nature of your complaint, e.g., poor service, defective product, etc.].

On [date of incident], I [describe the situation in detail, including what happened, where it happened, and any relevant information]. Despite my attempts to [mention any previous attempts to resolve the issue], the matter remains unresolved.

I would appreciate your prompt attention to this issue and a swift resolution. I am looking forward to hearing from you by [specify a date if needed].

Thank you for your assistance.

Sincerely,
[Your Name]