

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Company/Organization Name]\*\*  
\*\*[Company Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
Dear [Recipient's Name],  
\*\*Subject: Formal Complaint Regarding [Brief Description of Issue]\*\*  
I am writing to formally address my concerns regarding [specific issue] that I experienced on [date of occurrence].  
\*\*Step 1: Describe the Issue\*\*  
In this section, provide a detailed description of the issue. Include any relevant information, such as location, time, and specifics of the incident.  
\*\*Step 2: State the Impact\*\*  
Explain how this issue has impacted you or others involved. Mention any inconvenience or repercussions you have faced as a result.  
\*\*Step 3: Previous Communication\*\*  
If applicable, mention any previous communication regarding this issue, including who you spoke to and any responses you received.  
\*\*Step 4: Expectations and Resolution\*\*  
Clearly state what resolution you are seeking. Be specific about your expectations, whether it be an apology, a refund, or corrective action.  
\*\*Step 5: Conclusion\*\*  
Thank the recipient for their attention to this matter and provide your contact information for any follow-up.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]