

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] at [location or service]. Despite my attempts to resolve the matter through [previous attempts, e.g., conversations, customer service], I have not received a satisfactory response.

[Provide details of the complaint, including what happened, how it affected you, any relevant experiences, and any supporting evidence if applicable.]

I kindly request that you [proposed resolution or action you want taken] to resolve this issue.

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

Sincerely,
[Your Name]