

[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/Concern]

I am writing to formally express my concerns regarding [specific issue or incident], which occurred on [date].

[Clearly explain the details of the complaint, including relevant facts, dates, and any previous correspondence related to the issue.]

I believe this matter deserves immediate attention because [explain the impact of the issue and why it is important to resolve].

I would appreciate your prompt response to this matter, preferably within [time frame]. I am hopeful that we can resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]