

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [specific issue]

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [briefly describe the issue], which occurred on [date of the incident] at [location or context].

[Provide a detailed account of the events leading to your complaint, including any relevant facts, timelines, and conversations].

Despite my attempts to resolve this matter by [explain any previous attempts made to address the issue], I am yet to receive a satisfactory response. [Discuss the impact of the issue on you, such as inconvenience, financial loss, etc.].

I believe it is important to bring this to your attention so that corrective action can be taken. I kindly request [state your desired outcome or resolution, such as a refund, replacement, apology, etc.].

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Optional: Attach copies of relevant documents, receipts, or correspondence related to the complaint]