

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Formal Complaint Regarding [Briefly State the Issue]  
I am writing to formally express my concerns regarding [describe the issue or problem clearly and concisely]. This matter has significantly impacted [explain how it has affected you or others, if applicable]. [Provide detailed information about the situation, including dates, specific occurrences, and any relevant documentation or evidence.] Despite my previous attempts to resolve this matter by [mention any previous communications or steps taken], I have not received a satisfactory response or resolution.  
I kindly request that this issue be addressed promptly. I believe it is essential for [mention any relevant company values, policies, or legal obligations that relate to your complaint].  
Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my complaint.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]