

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my concerns regarding [briefly describe the issue, e.g., product quality, service experience, etc.].

[Provide details of the issue, including dates, locations, and any relevant interactions or communications.]

Despite my efforts to resolve this matter [briefly explain any prior attempts at resolution], I have not received a satisfactory response.

I kindly request that you address this issue promptly. I believe that [state any specific resolution you seek or compensation you expect].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]