

[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 [Issue]

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [briefly state the issue].

[In this paragraph, provide detailed information about the situation. Include dates, times, and any correspondence that has taken place regarding this issue. Explain how it has affected you and mention any attempts you made to resolve it directly with the company.]

Despite my efforts to address the situation, [explain any unresolved issues and express your disappointment].

I believe it is important for your company to be aware of this matter and take necessary action. I request that you [state what resolution you seek, e.g., a refund, correction, or an apology].

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]