

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

Dear [Recipient's Name or Customer Service Department],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally address a complaint regarding [describe the issue briefly].

On [date], I [describe what happened: include relevant details such as location, product/service involved, and the nature of the problem].

Despite my attempts to resolve this matter by [explain any previous communication or actions taken], the issue remains unresolved.

I believe this situation has caused [mention any inconveniences, financial loss, or dissatisfaction]. I expect a prompt resolution to this matter, and I kindly ask for [suggest a resolution if appropriate].

I hope to hear a response soon. Thank you for your attention to this matter.

Sincerely,

[Your Name]