

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [specific issue]. This situation occurred on [date] at [location/specific context] and has caused me [explain impact/feelings].

I have attempted to resolve this matter through [previous actions taken], but unfortunately, the issue remains unresolved.

I would appreciate your prompt attention to this matter. I expect [desired resolution], and I look forward to your response.

Thank you for addressing my concerns.

Sincerely,
[Your Name]