

[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 [Brief Summary of Issue]

I am writing to formally express my complaint regarding [specific issue].

This matter first came to my attention on [date] and has persisted

despite my attempts to resolve it through [previous actions taken].

[Describe the issue in detail, including relevant facts, dates, and any communication with the company.]

I believe this situation warrants immediate attention as [explain the impact of the issue]. I would appreciate your assistance in resolving this matter as soon as possible.

I look forward to your prompt response to my complaint. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]