

[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 with [issue or situation] that occurred on [date(s)]. Despite my previous attempts to resolve this matter, I have not seen any satisfactory resolution.

[Clearly describe the issue, including relevant details such as dates, times, and any previous communication related to the complaint. Be factual and concise.]

The impact of this situation has been [explain the consequences you faced due to the issue].

I kindly request that [state what action you would like the company to take to resolve the issue]. I believe this is a reasonable request given the circumstances.

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

Sincerely,

[Your Name]