

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, ZIP Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Company/Organization Name]\*\*  
\*\*[Company Address]\*\*  
\*\*[City, State, ZIP Code]\*\*  
Dear [Recipient's Name],  
Subject: Formal Complaint Regarding [Issue]  
I am writing to formally lodge a complaint regarding [brief overview of the issue]. This incident occurred on [date], at [location/event/context].  
[Detailed explanation of the issue: what happened, the impact on you, any relevant details].  
I have attempted to resolve this matter by [explain any previous communication or attempts to address the issue]. However, I have not received a satisfactory response.  
I request that [state your desired resolution or action you wish the company to take].  
Thank you for your attention to this matter. I look forward to your prompt response to resolve this issue.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]