

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

[Date]  
[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Brief Description of the Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction with [describe the issue briefly].

To provide context, [explain the details of the incident, including dates, locations, and any relevant information]. Despite my attempts to resolve this matter through [previous communications or actions taken], I have not received a satisfactory response.

This experience has led to [explain any impacts or inconveniences caused by the issue]. It is my hope that by bringing this to your attention, a resolution can be reached.

I would appreciate your prompt attention to this matter, and I look forward to your swift response. Thank you for your time and understanding.

Sincerely,

[Your Name]  
[Your Job Title or Position, if applicable]  
[Your Company Name, if applicable]