

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

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

[Provide a brief overview of the situation, including relevant dates, locations, and any attempts you made to resolve the issue previously, if applicable.]

[Explain the impact this issue has had on you or others, and why you believe it is important for the headquarters to address this matter promptly.]

I kindly request that you investigate this matter and provide a resolution. [If applicable, suggest any specific actions you believe should be taken.]

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company/Organization Name, if applicable]