

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue or service/product] that I encountered on [date]. Despite my attempts to resolve this matter through [brief description of prior attempts], I have not received a satisfactory response.

The details of my complaint are as follows:

- ****Description of the issue:**** [Explain the issue clearly and concisely]
- ****Impact:**** [Describe how this issue has affected you]
- ****Previous communications:**** [Highlight any relevant communication regarding the issue]

I believe that [Company's Name] values its customers and strives for excellence. Therefore, I request:

- [Specific action you would like the company to take]

I appreciate your attention to this matter and look forward to a prompt resolution. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Attachments: if any]