

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

[Recipient's Name]
[Company/Service Provider's Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Service Issue]

I am writing to formally express my dissatisfaction with the service I received from [Company/Service Provider's Name] on [Date of Service]. My complaint pertains to [briefly describe the specific issue, e.g., poor service quality, billing issues, etc.].

Despite my efforts to resolve this matter by [mention any previous communications, calls, or emails], I have not seen any improvement or received a satisfactory response.

I would appreciate it if you could address this issue by [specific request for resolution, e.g., a refund, service correction, etc.]. I hope to hear back from you at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]