

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly, e.g., a product defect, poor service, etc.]. On [date of the incident], I [explain the circumstances leading to the complaint]. Despite my attempts to resolve this matter by [mention any prior communication or actions taken], I have not received an adequate response. This has caused me [describe any inconvenience or problems caused].

I believe that [mention any specific expectations or resolutions you seek]. I kindly request that you address this matter by [deadline, if applicable].

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

Sincerely,
[Your Name]