

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

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [specific issue] that I experienced on [date] at [location or context].

[Describe the issue in detail, including any relevant information such as product details, service received, or specific incidents that occurred.]

I have attempted to resolve this matter by [mention any previous attempts to contact or resolve the issue], but unfortunately, the issue remains unresolved.

I would appreciate your immediate attention to this matter and look forward to your prompt response. Thank you for addressing my concerns.

Sincerely,
[Your Name]