

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Subject: Formal Complaint Regarding [Issue/Concern]
Dear [Recipient's Name],
I am writing to formally raise a concern regarding [briefly describe the issue]. This incident occurred on [date] and has caused [explain the impact].
[Provide more details about the situation, including any relevant information such as previous communications, actions taken, or responses received.]
I believe that [express your expectations or desired resolution]. I hope to resolve this matter amicably and quickly.
Thank you for your attention to this issue. I look forward to your prompt response.
Sincerely,
[Your Name]