

[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]