

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally lodge a complaint regarding [brief description of the issue] that occurred on [date].

[Provide detailed account of the issue, including any relevant facts, dates, and any previous communication regarding the issue.]

I would like to request [specific action you want taken, e.g., a refund, repair, etc.].

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

Sincerely,

[Your Name]