

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

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

Subject: Formal Complaint Regarding [Issue]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [describe the issue, e.g., product/service] that I received on [date].

[Explain the details of your complaint, including any relevant facts or incidents. Be specific about how the issue has affected you and any prior communication you have had regarding this matter.]

I believe it is important to bring this issue to your attention, and I request [state your desired resolution, e.g., refund, replacement, etc.].

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,
[Your Name]