

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title/Position]

[Organization/Company Name]

[Address]

[City, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my concern regarding [briefly describe the issue] that I have experienced on [specific date(s)].

[Provide a detailed description of the issue, including any relevant facts or evidence. State how it has affected you or others and any previous attempts you have made to resolve the issue.]

I kindly request that you look into this matter and [suggest a resolution or what you would like to see happen].

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

Sincerely,

[Your Name]