

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, Postal Code]

Dear [Recipient's Name or "Customer Service Team"],
Subject: Formal Complaint Regarding [Brief Description of the Issue]
I am writing to formally lodge a complaint regarding [specific issue or problem], which I experienced on [date] at [location if applicable]. Despite my attempts to resolve this matter by [mention any previous attempts, such as phone calls, emails, or visits], the issue remains unresolved. [Provide a brief description of the events that led to your complaint, including any relevant details that support your case.] I believe this situation requires attention because [explain why the issue is significant or what impact it has had on you]. I kindly request that you [state what you want to be done, whether it's a resolution, compensation, etc.].

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]