

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue related to LNG services or products]. On [date of incident], I experienced [briefly describe the incident or problem].

Despite my attempts to resolve this matter by [mention any previous communication or actions taken], I have not received a satisfactory response or solution.

I appreciate your prompt attention to this issue and look forward to your resolution.

Sincerely,
[Your Name]