

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or situation] that occurred on [specific date], involving [details about the incident or service/product].

Despite my previous attempts to resolve this matter through [mention any previous communication, calls, or emails], I have not received an adequate response or solution.

I believe that [mention specific policy or customer service standard that was not met], and I would appreciate your attention to this matter.

I kindly request [specific resolution or action you are seeking] to rectify the situation. I look forward to your prompt response and a resolution to my complaint.

Thank you for your attention.

Sincerely,
[Your Name]