

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
Subject: Formal Complaint Regarding [Issue/Incident]
I am writing to formally lodge a complaint regarding [briefly describe the issue or incident], which occurred on [date of the incident].
[Explain the situation in detail, including any relevant information or evidence that supports your complaint. Be clear and concise.]
I believe this matter is serious because [explain the impact of the issue on you or others]. I would appreciate your prompt attention to this complaint and would like to know how you plan to address this issue.
Thank you for your time and consideration. I look forward to your timely response.
Sincerely,
[Your Name]
[Your Job Title, if applicable]