

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Nature of Complaint]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., "the service I received on [date] at [location]"].

[Provide detailed information about the complaint, including specific dates, actions taken, and any relevant documentation].

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

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]