

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****[Recipient's Name]****

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Formal Complaint Regarding [Issue/Service/Product]****

I am writing to formally express my dissatisfaction regarding [specific issue, service, or product], which I experienced on [date of incident]. Firstly, I would like to outline the specifics of the problem: [describe the issue clearly and concisely].

Despite [any prior communication or attempts to resolve the issue], I have yet to receive a satisfactory response or solution. This has caused me [explain any inconvenience, frustration, or loss].

I believe it is in both our interests to resolve this matter promptly. Therefore, I request [specific resolution you desire, such as a refund, replacement, or correction].

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

Sincerely,

[Your Name]