

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Office of the Executive Complaint Department]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding [Brief Description of the Issue]

Dear [Recipient's Name],

I am writing to formally file a complaint regarding [specific issue] that I experienced on [date of incident]. The details are as follows:

1. ****Description of the Issue****: [Provide a clear and concise description of the problem you encountered, including relevant facts, dates, and any previous communications related to the issue.]

2. ****Impact of the Issue****: [Explain how the issue has affected you personally, including any inconvenience, financial loss, or emotional distress it may have caused.]

3. ****Previous Resolutions Attempted****: [List any previous attempts you made to resolve the issue, including dates, names of individuals spoken to, and their responses.]

4. ****Desired Outcome****: [Clearly state what resolution you are seeking, whether it be a refund, service correction, or other form of remedy.]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]