

[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]