

[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 [Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., "the service I received on [date] at [location]"]. Despite my efforts to resolve this matter by [mention any previous attempts to resolve the issue], the situation remains unresolved. This has caused [mention any inconvenience or additional issues caused by the problem].

I would appreciate your attention to this matter and request a prompt response. [You may include any specific resolution you are seeking]. Thank you for your attention to this issue. I look forward to your reply.

Sincerely,
[Your Name]