

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Specific Issue or Incident]

I am writing to formally lodge a complaint regarding [specific issue or incident] that occurred on [date of incident] at [location].

[Briefly describe the situation, including any relevant details or events that transpired.]

I believe this issue is significant due to [mention any consequences or impact it had on you or others]. I have attempted to resolve this matter by [describe any prior communications or actions you have taken].

I kindly request that you [state what action you want the recipient to take, e.g., investigate the issue, provide compensation, etc.].

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

Sincerely,

[Your Name]

[Your Title, if relevant]