

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

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

Dear [Recipient's Name],

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

I am writing to formally express my dissatisfaction with [describe the specific issue or service/product], which I encountered on [date].

Despite my attempts to resolve this matter informally by [mention any previous communication or attempts to solve the issue], I have not received a satisfactory response. [Briefly explain the situation, providing relevant details such as order number, dates, or any conversations with customer service].

I would appreciate your immediate attention to this matter and would like to request [state what resolution you are seeking, such as a refund, replacement, etc.].

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

Sincerely,
[Your Name]