

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally lodge a complaint regarding [briefly describe the issue] that I experienced on [date of incident].

[Provide a detailed account of the issue, including any relevant information such as account numbers, transaction details, etc.]

Despite my previous attempts to resolve this matter through [mention any previous communications, e.g., phone calls, emails], I have not received a satisfactory response.

I would appreciate your prompt attention to this serious issue. Please provide a resolution by [specific date].

Thank you for your understanding.

Sincerely,

[Your Name]