

[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 [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the issue] that occurred on [date or time of incident].

[Provide detailed information about the situation, including any relevant facts or background information.]

Despite my previous attempts to resolve this matter through [mention any prior communication or actions taken], I have yet to receive a satisfactory response.

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

Thank you for your understanding.

Sincerely,

[Your Name]