

[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 raise a complaint regarding [specific issue] that occurred on [date] at [location or company name].

[Explain the details of the issue, including what happened, how it affected you, and any relevant information or documentation].

I believe this situation warrants attention due to [reason for concern].

I kindly request that you [state your desired resolution or response].

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

Sincerely,
[Your Name]