

[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/Concern]

I am writing to formally express my complaint regarding [briefly describe the issue]. This situation has caused [explain the impact or inconvenience].

[Provide specific details about the incident, including dates, locations, and any relevant communications].

I have attempted to resolve this matter by [mention any prior attempts to address the issue, such as phone calls, emails, or in-person visits], but I have not received a satisfactory response.

I kindly request that you [state what you want the recipient to do, such as a refund, investigation, or resolution].

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

Sincerely,  
[Your Name]