

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

RJ Smith
[Company Name/Department]
[Company Address]
[City, State, ZIP Code]

Dear RJ Smith,

Subject: Formal Complaint Regarding [Issue/Concern]

I am writing to formally express my concerns regarding [specific issue] that I encountered on [date of incident].

[Briefly explain the situation and the problems caused.]

Despite previous attempts to resolve this matter [mention any prior communication or attempts], I have not seen satisfactory action taken.

I would appreciate it if you could [state what resolution you seek or what action you wish to see taken].

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

Sincerely,
[Your Name]