

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Service Issue]

I am writing to formally express my dissatisfaction with [specific service or issue] that I experienced on [date of service].

[Describe the issue in detail, including what service was provided and how it did not meet your expectations.]

Despite my attempts to resolve this matter by [mention any previous communication or attempts to address the issue], I have not received a satisfactory response.

I kindly request that you take action to address this situation. [Mention any specific resolution you are seeking, such as a refund, replacement, or apology.]

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

Sincerely,  
[Your Name]