

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [briefly explain the issue - e.g., "the service I received on [date]" or "the product I purchased on [date]"].

Despite my expectations of [Company Name], I encountered [describe the problem in detail, including any relevant facts or figures]. This experience has [explain how this has affected you, e.g., "caused inconvenience," "additional costs," etc.].

I kindly request that you [state what you would like the recipient to do, e.g., "provide a refund," "send a replacement," "correct the issue," etc.].

I hope to find a resolution to this matter promptly. Please respond by [insert a date, typically within 14 days], so we can resolve this issue amicably. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]