

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

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

Subject: Formal Complaint Regarding [Subject of Complaint]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue]. My experience on [date of incident] was unsatisfactory due to [briefly describe the incident or issue].

[Provide a detailed explanation of the complaint, including any relevant information such as order numbers, names of involved parties, etc.]

I would appreciate it if you could [state what you would like to happen as a resolution].

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

Sincerely,
[Your Name]