

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction with [specific issue, service, or product] that I encountered on [date].

[Describe the issue in detail, including what happened, where it happened, and any relevant details. Explain how this has affected you or why it is a concern.]

I have attempted to resolve this matter through [mention any previous steps taken, e.g., customer service, phone calls, etc.], but unfortunately, my concerns remain unaddressed.

I request that you [state what action you want the company to take, e.g., a refund, replacement, etc.] to resolve this issue.

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

Sincerely,
[Your Name]