

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue/Reason]

I am writing to formally lodge a complaint regarding [specific issue or situation]. Despite my previous attempts to resolve this matter, including [briefly describe prior communications or actions taken], I find myself in the position of needing to escalate the issue.

[Describe the issue in detail, including dates, times, and any relevant information that supports your complaint. Explain how this situation has impacted you or caused inconvenience.]

I would appreciate your prompt attention to this matter and request that you [specifically state what you would like to be done, e.g., a refund, service correction, etc.]. I believe this is a reasonable request considering the circumstances.

Please let me know how you plan to resolve this issue within [set a reasonable time frame, e.g., 14 days]. If I do not receive a satisfactory response, I may feel compelled to escalate my complaint further.

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

Sincerely,
[Your Name]