

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name or Department]

WKBN

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

Dear [Recipient's Name or "Customer Service" if unknown],
Subject: Formal Complaint Regarding [Brief Description of the Issue]

I hope this letter finds you well. I am writing to express my dissatisfaction with [specific issue or service/product] that I experienced on [date or time frame].

[Provide a detailed description of the issue, including what happened, how it affected you, and any prior communications or attempts to resolve the issue.]

I believe that this matter requires immediate attention, and I kindly request [specific resolution you are seeking].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]