

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

Dear [Recipient's Name or "Customer Service Manager"],

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

I am writing to formally express my dissatisfaction with [describe the specific issue or situation]. This incident occurred on [date], and despite my attempts to resolve it through [previous attempts made, e.g., phone calls, emails], I have not received a satisfactory response.

[Provide a detailed description of the issue, including relevant information such as order numbers, dates, and any other pertinent details. Be clear and concise.]

As a resolution, I would appreciate [state what you would like to happen, whether it be a refund, replacement, or other action]. My expectation is guided by [mention any relevant policies or guarantees].

I hope to receive a prompt response to this matter. If I do not hear back within [specific timeframe, e.g., 14 days], I may consider further actions, including filing a complaint with [relevant consumer protection agency or authority].

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]