

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Subject of Complaint]

I am writing to formally express my concerns about [briefly describe the issue or situation that prompted the complaint]. On [date], [provide detailed information about the incident and your experience].

Despite my efforts to resolve this matter by [mention any previous communication or action taken], I have yet to receive a satisfactory response or resolution. This situation has caused [explain any impact or consequences the situation has had on you].

I kindly request that you address this issue promptly and take the necessary steps to rectify the situation. Please reach out to me at your earliest convenience to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]