

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly].

On [date of the incident], I [explain what happened, providing specific details, including the location and nature of the complaint]. Despite my efforts to resolve the issue by [mention any previous attempts to resolve, if applicable], I have not received a satisfactory response. This situation has caused [explain how it has affected you or caused inconvenience].

I would appreciate it if you could [state your desired resolution or action you wish the company to take].

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

Sincerely,
[Your Name]