

[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 [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date of incident].

[In this paragraph, provide a detailed description of the incident, including relevant facts, any previous communication regarding the issue, and the impact it has had on you. Be as specific as possible.]

I have attempted to resolve this issue by [mention any previous efforts to contact customer service, emails sent, or calls made], but unfortunately, the response has been [describe the response or lack thereof].

As a loyal customer, I expected better service and resolution from [Company Name]. I kindly request that you [propose a solution or compensation], as I believe this would be a fair resolution.

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)]