

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

1. ****Introduction****

- Briefly introduce yourself and your connection to the company/organization.
- State the purpose of the letter clearly.

2. ****Description of the Issue****

- Provide a detailed account of the problem, including dates, locations, and any relevant interactions.
- Highlight any contractual agreements, policies, or expectations that have been violated.

3. ****Impact of the Issue****

- Explain how the issue has affected you personally or professionally.
- Include any emotional, financial, or operational consequences experienced.

4. ****Previous Communication****

- Mention any prior attempts to resolve the issue, including dates and responses received.

5. ****Resolution Sought****

- Clearly outline what you would like to be done to resolve the issue.
- Specify any deadlines or necessary actions required for resolution.

6. ****Conclusion****

- Reiterate your desire for resolution and express willingness to discuss the matter further.
- Thank the recipient for their attention to your complaint.

Sincerely,

[Your Name]