

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally complain about [describe the issue briefly].

This has caused [mention any inconvenience or problem it caused].

On [mention the date of the incident], I [explain what happened in detail]. Despite my attempts to resolve the issue by [describe any previous communication or actions taken], [describe the outcome].

I believe this issue needs to be addressed because [explain why it is important]. I kindly request [state what you would like the recipient to do].

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

Sincerely,

[Your Name]