

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly]. This incident occurred on [date] at [location or specific details of the incident].

[Provide a detailed explanation of the issue, including any relevant facts and circumstances. Include how it has affected you and any attempts made to resolve the issue previously.]

I would appreciate your prompt attention to this matter and expect a response by [specific timeframe]. Thank you for addressing this issue, and I look forward to your reply.

Sincerely,
[Your Name]