

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

Dear [Recipient's Name or Customer Service Team],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue or situation] that I experienced on [date of occurrence]. Despite my attempts to resolve this matter through [previous communication methods, e.g., phone, email], I have not yet received a satisfactory response. [Provide a detailed description of the issue, including any relevant information such as transaction numbers, specific dates, and names of individuals you spoke with.]

I believe this situation requires your urgent attention, as [explain why this issue is significant, including any inconvenience or loss suffered]. I kindly request that you [state your desired resolution, e.g., a refund, replacement, or another appropriate action].

Please find attached [mention any supporting documents, if applicable]. I expect to hear back from you within [specific time frame] regarding the actions you will take.

Thank you for addressing this matter.

Sincerely,

[Your Name]