

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

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

Dear [Recipient's Name],

I am writing to formally express my complaint regarding [specific issue or situation] that occurred on [date] at [location or event]. Despite my previous attempts to resolve this matter informally, I feel it is necessary to escalate my concerns.

[Describe the issue in detail, including any pertinent information such as dates, times, events, and names of individuals involved. Explain how this issue has impacted you.]

I believe this matter requires immediate attention and resolution. I kindly request that you [state your desired resolution, e.g., a refund, an apology, or corrective action].

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

Sincerely,

[Your Name]

[Enclosures: if applicable]