

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding [Specific Issue]

Dear [Recipient's Name or "Customer Service Manager"],

I am writing to formally express my dissatisfaction regarding [describe the issue briefly, e.g., a product/service you received, poor customer service, etc.].

On [date of occurrence], I [explain what happened, providing relevant details such as order number, location, etc.]. Unfortunately, [describe the impact of the issue, e.g., it did not meet your expectations, caused inconvenience, etc.].

I have attempted to resolve this matter by [mention any previous communication or attempts to rectify the situation], but unfortunately, I have not received a satisfactory response.

I would appreciate it if you could [mention the resolution you are seeking, e.g., a refund, replacement, formal apology, etc.].

Thank you for your attention to this matter. I hope to hear from you soon regarding a resolution.

Sincerely,
[Your Name]