

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [briefly state the issue] that I encountered on [specific date] at [location or context].

[Describe the issue in detail, including what happened, what you expected, and how it fell short of your expectations. Mention any relevant policies or agreements that support your complaint.]

Additionally, I have taken the following steps to resolve this matter:

1. [List any actions you have taken, such as contacting customer service, speaking with a manager, etc.]
2. [Include any reference numbers or communications, if applicable.]

I believe that [specific resolution you are seeking, such as a refund, exchange, apology, etc.] would be a fair and reasonable outcome for the inconvenience caused.

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

Sincerely,

[Your Name]