

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue/Problem]

I am writing to formally express my dissatisfaction regarding [specific issue/problem] that I encountered on [specific date].

[Provide a detailed explanation of the issue, including any relevant facts, experiences, and the impact it has had on you.]

I have attempted to resolve this matter by [mention any previous attempts to address the issue]. However, I have not received a satisfactory response.

I kindly request that you [specific action you want the recipient to take] to rectify the situation.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]