

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue/Incident]

I am writing to formally file a complaint regarding [brief description of the issue]. This incident occurred on [date] at [location or context], and it has caused me [explain the impact of the issue, e.g., inconvenience, financial loss, etc.].

[Provide a detailed account of the issue, including any relevant information, previous communication, and any action you have taken to resolve the matter.]

I believe that this situation requires immediate attention and would appreciate a prompt response. I am hopeful that we can resolve this issue amicably.

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

Sincerely,
[Your Name]