

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my concern regarding [briefly describe the issue you are complaining about].

[Provide a detailed explanation of the complaint, including any relevant dates, locations, and individuals involved.]

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

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]