

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

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

Subject: Formal Complaint Regarding [Issue]

Dear [Recipient Name],

I am writing to formally express my concerns regarding [briefly describe the issue]. My experience on [date] was [describe the experience briefly, including relevant details].

Despite my previous efforts to resolve this matter by [mention any prior communication or attempts to address the issue], I have not received a satisfactory response. This situation has caused [mention any impact or inconvenience the issue has caused].

I kindly request that you look into this matter and provide a response by [insert a reasonable deadline]. I believe that a resolution can be achieved, and I appreciate your attention to this issue.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]