

[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]

I am writing to formally express my dissatisfaction with [describe the issue briefly].

On [date], I [describe what happened, including relevant details such as location, involved parties, and any previous communication]. This experience has caused [explain the impact of the issue, such as frustration, inconvenience, financial loss, etc.].

I have attempted to resolve this matter by [describe any previous attempts to resolve the issue, such as phone calls, emails, or visits], but unfortunately, I have not received a satisfactory resolution.

I kindly request that you [state what action you want the recipient to take]. I believe this would be a fair resolution to the issue at hand.

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

Sincerely,

[Your Name]