

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Formal Complaint Regarding [Issue/Concern]
I am writing to formally lodge a complaint regarding [specific
issue/concern] that I have experienced on [date] at [location/situation].
[Provide a detailed description of the issue, including relevant facts,
dates, and any previous communications regarding the matter.]
I believe that this situation warrants your immediate attention and
request your prompt investigation into this matter.
Please let me know how you intend to address my concerns. I look forward
to your timely response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]