

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [specific issue]

I am writing to formally express my concern regarding [specific issue] that I experienced on [date] at [location or context].

[Describe the issue in detail, providing relevant facts, dates, and any interactions you've had related to this matter.]

Despite my previous attempts to resolve this issue through [methods you tried, e.g., phone calls, emails], I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and a resolution at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]