

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date]. Despite my attempts to resolve this matter informally, I have not received a satisfactory response/action.

[Provide a detailed explanation of the issue, including any relevant facts, dates, and the names of individuals involved.]

I believe this situation requires urgent attention as it affects [describe how it affects you or others]. I kindly request that you [state your desired resolution] to rectify this issue.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]