

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Formal Complaint

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or complaint] that occurred on [date of incident].

[Provide a detailed description of the issue, including any relevant details such as location, names of any employees involved, and your expectations.]

I have attempted to resolve this matter by [describe any steps you have taken to address the issue, such as phone calls, emails, or visits]. Unfortunately, these efforts have not yielded a satisfactory resolution. I kindly request that you address this situation as soon as possible. I believe that [suggest what you would like to see happen, such as a refund, replacement, or any other resolution].

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

Sincerely,
[Your Name]