

[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 [Issue]

I am writing to formally express my dissatisfaction regarding [briefly state the issue].

[Describe the issue in detail, including specific dates, times, and any interactions you have had related to the complaint.]

Despite my efforts to resolve this matter, including [mention any previous attempts to resolve the issue], I have not received a satisfactory response.

I would appreciate your prompt attention to this matter and I request [state your desired resolution].

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

Sincerely,
[Your Name]