

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date].

[Describe the situation in detail, including what happened, any previous communication, and the impact it had on you.]

I believe that this matter requires urgent attention and I would like to request [specific resolution you are seeking].

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

Sincerely,
[Your Name]