

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

[Recipient's Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

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

I am writing to formally lodge a complaint regarding [briefly state the issue].

[Provide detailed description of the issue, including dates, locations, and any relevant information.]

I have made several attempts to resolve this matter [mention any previous communication or steps taken].

I kindly request that you [state what resolution you are seeking, e.g., a refund, service correction].

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)]