

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue or situation] that occurred on [date] regarding [product/service].

[Detailed explanation of the complaint, including what happened, any relevant dates, and previous communication regarding the issue.]

I believe that this issue deserves immediate attention and resolution. I would appreciate your prompt response to rectify the situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]