

[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 Regarding [Issue]

I am writing to formally express my concern regarding [describe the issue or situation briefly].

On [date], I [explain what happened, including specifics like location, time, and any personnel involved]. Despite my attempts to resolve this matter by [mention any steps you took to resolve the issue], I have yet to receive a satisfactory response.

I believe that [explain why you are dissatisfied and what resolution you seek].

I hope to hear from you soon regarding this matter. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)