

[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 or "Customer Service Manager"],
Subject: Formal Complaint Regarding [Product/Service/Issue]
I am writing to formally express my dissatisfaction with [specific product/service], which I purchased on [purchase date] from [store/website]. Unfortunately, my experience has not met my expectations due to [specific issue - e.g., faulty product, poor service, etc.].
[Provide a brief description of the issue, including dates, locations, and any relevant details.]
Despite my attempts to resolve this matter by [mention any previous communication with customer service, e.g., phone calls, emails], I have not received a satisfactory response.
I would appreciate it if you could [state what resolution you are seeking, e.g., a refund, replacement, etc.]. I hope that you will take this complaint seriously and look into the matter promptly.
Thank you for your attention to this issue. I look forward to your prompt reply.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]