

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [specific date] at [location or context of the issue].

[Provide a detailed description of the issue, including any relevant facts and evidence. Mention any prior communications regarding this matter, if applicable.]

I believe that [explain why this is a valid complaint and how it has affected you].

I kindly request that you [state your desired resolution or outcome]. I expect a prompt response to this matter.

Thank you for your attention to this issue. I look forward to hearing from you soon.

Sincerely,
[Your Name]