

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

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

Subject: Formal Complaint Submission

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding [specific issue or incident] that occurred on [date] at [location or context].

[Briefly explain the situation, including any relevant details and the impact it had on you.]

I have attempted to resolve this issue by [mention any previous communication, actions taken, or responses received], but unfortunately, the matter remains unresolved.

I kindly request that you investigate this issue and take appropriate action to address my concerns. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]