

[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 [specific issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly].

On [specific date], I [describe what happened or the product/service you received]. Unfortunately, [explain the problem or issue in detail].

I have attempted to resolve this issue by [mention any previous communication or actions taken]. However, I have not received a satisfactory response.

I kindly request that you [state what you would like them to do to resolve the issue].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]