

[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],

Subject: Formal Complaint Regarding [Issue/Problem]

I am writing to formally lodge a complaint regarding [describe the issue briefly].

On [date of occurrence], I experienced [explain the situation in detail, including any relevant order numbers or account details]. This incident has caused [explain the impact it has had on you, e.g., inconvenience, financial loss, emotional distress].

Despite my previous attempts to resolve this matter through [mention any previous communications or actions taken], I have yet to receive a satisfactory resolution.

I kindly request [state what you want the company to do, e.g., a refund, an exchange, an apology]. I believe this is a fair request considering the circumstances.

Thank you for your attention to this matter. I anticipate a prompt response to my complaint.

Sincerely,

[Your Name]