

[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 [Briefly Describe Issue]

1. **Introduction**
 - State the purpose of the letter
 - Include any relevant account or reference numbers
2. **Description of the Complaint**
 - Provide a detailed description of the issue
 - Include dates, times, and any interactions with staff
3. **Impact of the Issue**
 - Explain how the issue has affected you or caused inconvenience
4. **Requested Resolution**
 - Specify what action you would like to be taken
 - Mention any deadlines, if applicable
5. **Conclusion**
 - Thank the recipient for their attention to the matter
 - State your anticipation of a prompt response

Sincerely,
[Your Name]