

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

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

Subject: Formal Complaint Regarding [Specific Issue]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [specific issue] that occurred on [date of incident].

[Describe the issue in detail, including what happened, where it happened, and any relevant information. Include any attempts you have made to resolve the issue previously.]

I believe that this matter requires immediate attention and a resolution, as it has caused [explain any inconvenience or problems caused by the issue].

I would appreciate your prompt attention to this issue and look forward to your response by [specific date]. If I do not hear from you by this date, I will have to consider further action.

Thank you for your attention to this matter.

Sincerely,
[Your Name]