

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue] that occurred on [date of incident].

[Explain the details of the complaint, including any relevant information such as order numbers, dates, and anything that supports your claim.]

I believe this situation warrants attention due to [reason for your complaint, e.g., customer service quality, product quality]. I would appreciate it if you could [state what you would like to happen, e.g., a refund, replacement, other resolution].

I hope to resolve this matter swiftly and amicably. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]