

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

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

[Provide a detailed description of the issue, including any relevant dates, individuals involved, and actions taken to resolve the matter.]

[Explain the impact this issue has had on you or your situation.]

I respectfully request [outline your desired outcome or solution].

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization Name, if applicable]