

[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 with [briefly describe the issue or service] that I experienced on [date]. Despite my efforts to [explain any previous attempts to resolve the issue], I feel that my concerns have not been adequately addressed.

[Provide specific details about the issue, including any relevant dates, interactions, and the impact it has had.]

I believe it is important for [Company/Organization Name] to be aware of this situation, and I kindly request [specific resolution you are seeking]. I hope this matter can be resolved promptly to restore my confidence in your services.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]