

[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 hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [briefly explain the issue, e.g., a product, service, or experience].

[In the following paragraphs, provide detailed information about the situation, including dates, specific incidents, and relevant facts that support your complaint.]

I believe that this issue requires your attention due to [explain why the matter is important and any implications it may have].

I would appreciate your prompt response to this matter, along with a resolution to my concern. Thank you for your attention to this issue.

Sincerely,

[Your Name]