

[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]

Subject: VQQ Letter - Formal Complaint Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit a complaint regarding [briefly describe the issue, e.g., product malfunction, poor service, etc.].

Details of the complaint:

- **\*\*Date of Occurrence:\*\*** [Insert date]
- **\*\*Description of Event/Issue:\*\*** [Provide a detailed description of the issue]
- **\*\*Previous Communication:\*\*** [Mention any previous correspondence or attempts to resolve the issue, if applicable]

I believe this matter deserves urgent attention and resolution as it has caused [explain any consequences or impacts, if relevant].

I would appreciate a prompt response and resolution to this complaint.

Please contact me at your earliest convenience to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]