

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my concern regarding [briefly describe the issue]. This situation has caused [explain how it has affected you or others].

[Provide a detailed description of the issue, including dates, locations, and any relevant specifics.]

I have attempted to resolve this matter by [explain any prior steps taken], but unfortunately, the issue remains unresolved.

I kindly request that [state what you would like the recipient to do], as I believe it is essential for the resolution of this matter.

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

Sincerely,  
[Your Name]