

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Resolution Request

I hope this letter finds you well. I am writing to formally address a concern regarding [briefly describe the issue, e.g., a product defect, service issue] that I experienced on [date of incident].

[Explain the situation in detail - what happened, how it affected you, any previous communications regarding the issue, etc.]

Despite my efforts to resolve this matter through [previous attempts at communication, e.g., customer service calls, emails], I have not received a satisfactory response.

I respectfully request that you take the necessary actions to resolve this issue by [specific resolution you are seeking, e.g., refund, replacement, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]