

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

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly]. Despite my previous efforts to resolve this matter, [explain what steps you have taken, if any].

[Provide more detailed information about the issue, including dates, locations, and any relevant supporting information.]

I kindly request that you take appropriate action to address this issue. [Explain what resolution you are seeking, whether it's a refund, repair, replacement, etc.].

I hope to hear back from you soon regarding this matter. Thank you for your attention to this issue.

Sincerely,
[Your Name]