

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Specify Issue]

I hope this message finds you well. I am writing to formally express my concern regarding [describe the issue briefly] that I have encountered on [mention the date or timeframe].

[Provide a detailed explanation of the problem, including any relevant facts or circumstances. Include any steps you have already taken to resolve the issue.]

I believe this situation requires immediate attention and resolution. I kindly request that you [state your desired outcome or resolution]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]