

[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 [Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly]. This occurred on [date of incident] and has caused [briefly explain the impact of the issue].

Despite my earlier attempts to resolve this matter by [mention any previous communication or actions taken], there has been no satisfactory response or resolution. I believe that [state your reasons or expectations for a resolution].

I kindly request that you address this issue promptly and provide me with a resolution by [set a reasonable deadline].

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

Sincerely,
[Your Name]