

Subject: Formal Complaint Regarding [Issue/Service/Product]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally express my complaint regarding [briefly state the issue, e.g., "the poor service I received on [date]" or "the defective product I purchased on [date]"].

The details of my complaint are as follows:

- Issue: [Explain the issue in detail]
- Order/Reference Number: [if applicable]
- Date of Incident: [date]
- Previous Correspondence: [if any, mention details of prior communication]

I would appreciate it if you could address this matter promptly. I am looking for [state your desired resolution, e.g., "a refund," "an exchange," "an apology," etc.].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address, if necessary]