

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

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

Dear [Recipient Name],

Subject: Official Complaint Regarding [Issue]

I am writing to formally express my concern regarding [briefly state the issue, e.g., a service/product issue, employee behavior, etc.]. This issue occurred on [date] and involved [details of the incident, including any relevant information].

Despite my attempts to resolve this matter by [briefly explain previous attempts to communicate or address the issue], I have yet to receive a satisfactory response.

I believe that [explain why the resolution is important and how it impacts you]. Therefore, I kindly request that you [state what you would like the recipient to do, e.g., refund, investigate, provide a solution]. Please find attached [mention any documents you are including to support your complaint, if applicable]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]