

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department Name]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue/Service]

I am writing to formally express my dissatisfaction with the service I received from [specific department or service] on [date of incident]. Despite my expectations for the quality of service, I encountered several issues, including [briefly describe the specific problems faced, e.g., delays, poor communication, lack of assistance].

These issues have caused [explain how it affected you or the community, if applicable]. I believe that as a resident/citizen, I deserve better service from our government agency.

I hope that you will address these concerns and improve the services provided to the public. I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]