

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue, e.g., poor service, faulty product] that I experienced on [date of incident].

[Provide a detailed description of the issue, including specific examples and any relevant details.]

I have attempted to resolve this matter by [mention any steps you took, such as contacting customer service], but unfortunately, I have not received a satisfactory response.

I believe that a resolution would involve [state what you seek as a resolution, e.g., a refund, replacement].

I look forward to your prompt attention to this matter. Thank you for your time and understanding.

Sincerely,

[Your Name]