
DATE

RECIPIENTâ€™S NAME AND TITLE

COMPANY/ORGANIZATION NAME

ADDRESS

SUBJECT: FORMAL COMPLAINT LETTER

SALUTATION (E.G., DEAR [RECIPIENT'S NAME],)

1. INTRODUCTION

2. DESCRIPTION OF COMPLAINT

3. EVIDENCE/SUPPORTING DETAILS

4. PREVIOUS STEPS TAKEN

5. REQUESTED RESOLUTION

6. CLOSING STATEMENT

SINCERELY,

[YOUR NAME]

[YOUR CONTACT INFORMATION]