

[Date]

[Recipient Name]

[Recipient Position / Department]

[Company / Organization Name]

[Address Line 1]

[Address Line 2]

[Your Name]

[Your Position, if applicable]

[Your Address Line 1]

[Your Address Line 2]

Subject: Formal Complaint

Dear [Recipient Name],

I am writing to formally complain about [brief description of the issue].

[Explain the nature of your complaint, including dates, names, locations, and relevant details. Provide any background information or evidence if applicable.]

[Describe the impact of the issue and your expected resolution or action from the recipient.]

I look forward to your prompt response regarding this matter.

Sincerely,

[Your Name / Signature]