

Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Fraudulent Behavior

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding what I believe to be fraudulent behavior associated with [specific details about the incident, including dates and any relevant accounts or transactions].

On [date], I noticed [explain the fraudulent behavior in detail, including any evidence you have]. This incident has caused me [explain any consequences it had on you].

I expect a thorough investigation into this matter and appropriate actions to be taken. Enclosed are copies of the relevant documents supporting my claim.

Please contact me at your earliest convenience to discuss this matter further. I look forward to your prompt response.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]