

Formal Complaint

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally complain about the unsatisfactory service I have received from [Utility Provider's Name]. My account number is [Account Number].

Details of the complaint:

- **Date of Incident:** [Insert Date]
- **Description of the Issue:** [Provide a brief description of the issue, e.g., frequent outages, billing errors, etc.]
- **Previous Communications:** [List any previous attempts to resolve the issue, including dates and responses received.]

Despite my efforts to address this matter, I have not received a satisfactory resolution. I would appreciate your immediate attention to this issue and a prompt response regarding how it will be resolved.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]