

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the uncooperative behavior I have experienced during my recent interactions with [specific individual or department]. On [specific dates], I encountered several instances where my requests for assistance were met with resistance and a lack of support.

Specifically, [describe the incidents in detail, including dates, times, and what occurred]. This behavior has significantly affected my [explain how it has impacted you or your work].

I believe that effective communication and a cooperative approach are essential for a successful resolution, and I hope that you will take this matter seriously. I would appreciate a prompt response addressing my concerns and outlining steps to rectify this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]