

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [briefly describe the subject of the complaint] that occurred on [date of the incident]. Despite my previous attempts to address this matter informally, I feel that it is necessary to escalate this issue to ensure it is resolved.

[Provide a detailed account of the grievance, including relevant facts, dates, and any attempts made to resolve the issue thus far.]

I believe that this situation warrants immediate attention. I kindly request that you investigate this matter and provide me with a response as soon as possible. I am looking for [state what you hope to achieve, e.g., an apology, resolution, or further action].

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

Sincerely,

[Your Name]