

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Utility Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the frequent power outages in my area, specifically at [Your Address], which have been occurring for the past [duration]. These outages have not only disrupted our daily lives but also affected our household appliances and overall livelihood.

Despite my previous communications with your customer service team, the situation remains unresolved. I urge your company to investigate the root cause of these outages and take prompt measures to rectify the situation.

I look forward to your timely response and a resolution to this matter. Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]