

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the frequent power failures that have been disrupting our services at [Your Location/Business Name]. Over the past [duration], we have experienced numerous outages that have not only caused inconvenience but have also resulted in significant operational losses.

Specifically, the power failures on [dates of specific incidents] have been particularly troublesome. These interruptions have affected our ability to [explain the impact, e.g., serve customers, conduct business operations], ultimately impacting our reputation and finances.

We appreciate your attention to this matter and look forward to your prompt response addressing our concerns. Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]