

Formal Complaint Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the fraudulent services I received from [Company Name] on [Date of Service]. I believe that the services provided were not only unsatisfactory but also deceptive in nature.

On [specific date], I engaged your services to [describe the services]. However, I encountered the following issues:

- Issue 1: [Description]
- Issue 2: [Description]
- Issue 3: [Description]

Despite multiple attempts to resolve this matter, including [mention any correspondence or communication], I have yet to receive a satisfactory response. This has caused me significant inconvenience and financial loss amounting to [Amount].

I kindly request a full refund of the amount paid and a written explanation of your company's position on this matter within [time frame]. Should I not receive a response, I will be forced to escalate this issue to the appropriate consumer protection agency.

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

Sincerely,
[Your Name]