

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Incorrect Information Provided

Dear [Recipient's Name],

I am writing to formally complain about the incorrect data provided to me by your representatives on [insert date of interaction]. The information regarding [specific details about the incorrect data] has caused significant confusion and inconvenience.

Despite my attempts to clarify the matter with [insert representative's name, if applicable], I have not received the accurate information needed. This situation has not only caused [describe any impact caused by the incorrect information], but has also led to [additional consequences, if applicable].

I kindly request that you investigate this matter and provide the correct information as soon as possible. I believe that addressing this issue promptly will help to restore my faith in your company's commitment to customer service.

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

Sincerely,

[Your Name]