

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally file a complaint regarding the misleading financial advice I received from your firm on [specific date]. I was advised to [briefly describe the misleading financial advice], which resulted in [describe the consequences of the advice].

I request a thorough review of this matter and a prompt response. Additionally, I would like to know what steps your firm will take to address this issue and prevent similar occurrences in the future.

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

Sincerely,
[Your Name]