

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Store Manager's Name]

[Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Store Manager's Name],

I am writing to formally complain about the inadequate response I have received regarding my recent complaints at your store. On [insert dates of complaints], I addressed several issues including [briefly describe the issues, e.g., poor customer service, defective product, etc.]. However, despite my attempts to communicate my concerns, I have yet to receive satisfactory resolution or acknowledgment.

I believe that as a loyal customer, it is my right to receive prompt and effective service, especially regarding complaints or issues that arise. Unfortunately, the lack of response has led to a frustrating experience that I feel needs to be addressed promptly.

I urge you to look into my concerns seriously and provide a resolution to ensure that such issues do not occur in the future. I would appreciate a timely response to this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]