

Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Insufficient Repairs

Dear [Recipient's Name],

I am writing to formally express my concern regarding the repairs conducted at my residence, [address], on [date of repair]. Despite the assurances given by your team, the repairs have proven to be insufficient and have not resolved the issues as promised.

Specifically, the following problems remain unresolved:

- [Describe the first issue]
- [Describe the second issue]
- [Describe the third issue]

It is disappointing that the repairs were not carried out to a satisfactory standard, leading to further inconvenience. I kindly request that this matter be addressed promptly. I would appreciate it if you could arrange for a follow-up inspection and necessary repairs as soon as possible.

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

Sincerely,

[Your Name]