

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

[State Department Name]

[Department Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Service Issues

Dear Sir/Madam,

I am writing to formally express my dissatisfaction with the service I received from the [specific department or agency] on [specific date(s)]. Despite my attempts to address this issue informally, I believe it is necessary to escalate my concerns in order to seek resolution.

On the aforementioned date, I encountered [describe the specific service issue, including details about what happened, any relevant reference numbers, and the impact this has had on you]. I had expected a level of service consistent with the standards set forth by your department, but unfortunately, this has not been the case.

I kindly request that you investigate this matter and provide me with a formal response regarding how you plan to address these service issues. I believe it is crucial for your organization to maintain transparency and accountability to the public.

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

Sincerely,

[Your Name]