

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Professional Malpractice

Dear [Recipient Name],

I am writing to formally express my concerns regarding the professional conduct of [Professional's Name/Title], who I believe has engaged in malpractice during my recent experience on [date(s) of the incident(s)].

Specifically, I would like to outline the following incidents that I believe constitute professional negligence:

- [Description of Incidents 1]
- [Description of Incidents 2]
- [Description of Incidents 3]

These actions have not only caused me [describe impact--financial, emotional, etc.], but have also raised serious concerns about the standards of care being upheld by [Professional's Name].

I have attempted to address this matter directly with [Professional's Name, if applicable] on [dates of communications], but unfortunately, I did not receive an adequate response.

I request a thorough investigation into this matter and appropriate actions to be taken to rectify the situation. I look forward to your prompt response to my complaint.

Thank you for your attention to this matter.

Sincerely,

[Your Name]