

Formal Complaint Letter

Your Name

Your Address

City, State ZIP Code

Email Address

Date

Recipient's Name

Recipient's Position

Company/Organization Name

Address

City, State ZIP Code

Dear Recipient's Name,

I am writing to formally lodge a complaint regarding briefly state the issue. Despite previous attempts to resolve this matter informally, the issue remains unresolved.

On date(s) of incident, describe what happened in detail, including relevant facts, and how it affected you.

I kindly request that you state your desired outcome or action to be taken at your earliest convenience. Please find attached any supporting documentation.

I look forward to your prompt response to this matter.

Sincerely,

Your Name

Your Response: