

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Repeated Issues

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the recurring problems I have experienced with [briefly describe the subject, e.g., your product/service/department] provided by your company. Despite my previous attempts to resolve these matters through direct communication and support channels, the issues persist, causing significant inconvenience and frustration.

Please find below a detailed documentation of the repeated issues, including the dates, descriptions, and actions taken in each instance:

| Date of Occurrence | Description of Issue | Actions Taken/Responses Received |
|------------------------|--|--|
| [e.g., March 14, 2024] | [Describe the issue in detail] | [What action did you take, and what response did you receive?] |
| [e.g., April 2, 2024] | [Describe the repeated issue] | [Action taken and response/outcome] |
| [e.g., May 10, 2024] | [Describe the issue again if still unresolved] | [Action taken and response/outcome] |

Attached are copies of relevant correspondence and supporting documentation for your reference.

I respectfully request that you address these ongoing concerns as a matter of urgency and provide a clear plan of action to prevent further recurrence. I look forward to a prompt and effective resolution. Should these problems remain unresolved, I may be compelled to escalate the matter further.

Thank you for your immediate attention to this issue.

Sincerely,
[Your Name]