

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

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

**Subject: Formal Complaint Regarding [Issue/Incident]**

Dear [Recipient's Name],

I am writing to formally bring to your attention an issue I recently encountered regarding [briefly describe the issue, e.g., a defective product, unsatisfactory service, etc.].

On [date of incident], I [describe what happened, including relevant details such as product/service name, order number, location, etc.]. Despite my attempts to resolve this matter through [mention any prior communication or resolution attempts], the issue remains unresolved.

To provide clear evidence of the problem, I have attached photographic documentation illustrating the issue:

**Photographic Evidence:**



The attached photographs clearly show [briefly explain what the photos depict and how they support your complaint]. This visual documentation further substantiates my claim and highlights the urgency and seriousness of the matter.

I kindly request that you address this situation promptly by [state your desired resolution, e.g., repair, replacement, refund, etc.]. I trust that you will treat this matter with the attention it deserves. I look forward to your prompt response within [reasonable timeframe, e.g., 14 days].

Please feel free to contact me at [your phone number/email address] should you require any additional information or clarification.

Sincerely,  
[Your Name]