

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

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

Subject: Formal Complaint Regarding [Issue/Service/Order Number]

Dear [Recipient Name],

I am writing to formally bring to your attention the ongoing issue regarding [briefly state the subject, e.g., the unresolved problem with my recent order, #12345, placed on March 15, 2024]. Despite several attempts to resolve this matter through regular customer support channels, the issue remains unresolved.

My initial complaint was communicated via email on [first email date], with subsequent follow-ups on [other dates]. Attached to this letter are copies of the email correspondence exchanged with your team, which detail my concerns and the responses received to date.

To summarize, the main points of concern are as follows:

- [Brief point 1, e.g., Non-delivery of the ordered item]
- [Brief point 2, e.g., Lack of adequate response from customer support]
- [Any additional points]

I trust this documentation provides a clear record of my attempts to have this matter resolved. I kindly request a prompt review and response to my complaint, as well as a suitable resolution to address the issues outlined.

Please see the attached email correspondence supporting this complaint. Should you require any further information or clarification, feel free to contact me at [your phone number] or [your email].

Sincerely,
[Your Name]

Attachment: Email Correspondence Evidence

Email 1:

From: [Your Email]
To: [Support/Recipient Email]
Date: [Date]
Subject: [Subject line]

[Excerpt or full text of your initial email outlining the issue]

Email 2 (Response):

From: [Support/Recipient Email]
To: [Your Email]
Date: [Date]
Subject: [Re: Subject line]

[Excerpt or full text of the response received]

Note: Replace bracketed text with your actual information and, if submitting by post or as a PDF, be sure to physically attach or digitally append the referenced emails.