

**FORMAL COMPLAINT LETTER**

[DATE]

Dear [RECIPIENT NAME],

I am writing this letter to to formally register a complaint regarding sub standar [PRODUCT/SERVICES] that i received from your company, [COMPANY NAME]. I am a regular customer of your [PRODUCT/SERVICES]. I am absolutely applaled with the experience i recently had. Not at all in line with what your company promises to it’s customers.

Here is the list of issues i have faced:

* [DETAIL]
* [DETAIL 1]
* [DETAIL 2]
* [DETAIL 3]

I called your  your customer service hotline and registered my complaint. I was assured by the executive that the issues will be addressed in 48 business hours. It’s been more than a week and I haven’t heard from any one.  I hope the issues i am facing will be addressed at the earliest.

I can be reached at [YOUR PHONE NUMBER] or [YOUR EMAIL ID] in case you need further details.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

