

FORMAL COMPLAINT LETTER

Sender Name: _____

Sender Address: _____

Sender Phone/Email: _____

Recipient Name: _____

Recipient Address: _____

Subject:

Formal Complaint Regarding [Insert Specific Issue or Incident]

Dear [Recipient Name],

I am writing to formally bring to your attention a matter of concern that requires immediate attention and resolution. Despite previous communications and attempts to resolve this issue amicably, the problem remains unresolved and has caused significant inconvenience and dissatisfaction. The details of the complaint are as follows: 1. Description of the Issue: [Provide a clear, detailed, and factual account of the problem or incident. Include relevant dates, locations, and individuals involved.] 2. Impact: [Explain how this issue has affected you, including any financial loss, emotional distress, or other consequences.] 3. Actions Taken: [Describe any steps you have already taken to resolve the matter, including communications with the recipient or third parties.] 4. Desired Resolution: [Clearly state what you expect from the recipient to resolve the complaint, such as compensation, corrective action, or an apology.] I trust that you will treat this complaint with the seriousness it deserves and take prompt action to address the concerns raised herein. Please provide a response within a reasonable timeframe to avoid further escalation of this matter. If this complaint is not satisfactorily resolved, I reserve the right to pursue all available legal remedies in accordance with Canadian law. Thank you for your immediate attention to this important matter.

Sincerely,

Signature: _____

Printed Name: _____

Date: _____

Sender's Signature

Recipient's Signature

Signature: _____

Signature: _____

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