

FORMAL COMPLAINT LETTER

Sender's Name: _____

Sender's Address: _____

Phone Number: _____

Email Address: _____

Recipient's Name: _____

Recipient's Position/Title: _____

Company/Organization: _____

Recipient's Address: _____

Subject: _____

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding the following matter, which I believe constitutes a violation of applicable laws and/or regulations in Canada. I request your immediate attention and appropriate corrective action to rectify this situation.

Details of the Complaint:

Please provide a detailed description of the incident or issue you are complaining about. Include all relevant facts, dates, locations, and any previous communications or attempts to resolve the matter. Attach any supporting documentation or evidence as necessary.

Relevant Legal Grounds:

The complaint is based on the following legal grounds under Canadian law, including but not limited to applicable statutes, regulations, and/or contractual obligations. Please ensure that all referenced laws and regulations are complied with in your investigation and response.

Requested Resolution:

I hereby request the following actions be taken to resolve this matter promptly and effectively:

1. _____
2. _____
3. _____
4. _____

Please acknowledge receipt of this complaint in writing and provide a timeline for your response and any further steps. Failure to address this complaint adequately may result in escalation to relevant regulatory authorities or legal

proceedings.

Thank you for your prompt attention to this important matter.

Sincerely,

Complainant's Signature

Signature: _____

Printed Name: _____

Contact Information: _____

Original source of this document:

<https://legaltemplates-ca.com/formal-complaint-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-ca.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.