

Formal Legal Complaint Letter

Subject: Legal Complaint Regarding [Issue]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [briefly describe issue, e.g., breach of contract, property damage, harassment]. Despite previous attempts to resolve this matter amicably, no satisfactory resolution has been achieved.

Please consider this letter as an official record of my complaint. I request that you take immediate action to address this matter and provide a response within [time frame, e.g., 14 days] as required under [relevant law or agreement].

Failure to address this issue may leave me with no option but to escalate the matter through legal channels.

Sincerely,

[Your Name]

[Contact Information]

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