

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding Disruption to Business Operations

Dear [Recipient Name],

I am writing to formally bring to your attention a significant disruption to our business operations caused by [state the cause, e.g., recent construction, utility failure, or delayed delivery] which occurred on [Date/Time].

The incident in question resulted in the following issues for our company:

- [Describe impact 1, e.g., Loss of internet connectivity for 5 hours]
- [Describe impact 2, e.g., Inability for customers to access the physical storefront]
- [Describe impact 3, e.g., Postponement of scheduled client meetings]

As a result of these disruptions, we have experienced [mention specific consequences, e.g., loss of revenue, decreased employee productivity, or damage to professional reputation].

We request that you [state desired outcome, e.g., provide a timeline for resolution, issue a service credit, or ensure such disruptions do not recur]. Please provide a formal response regarding this matter by [Date].

Thank you for your immediate attention to this situation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]