**FORMAL COMPLAINT LETTER**

**[Date of letter-month, day, and year]

[Recipient's first and last names]
[Company name]
[Street or P.O. box address]
[City, State ZIP code]**

Dear **[recipient's name]**

I am writing on behalf of my son, Bob, who is on the local baseball team. He has told me, and I have observed, that on numerous occasions during the current baseball season, he has been unfairly excluded from fully participating in baseball games and activities. Needless to say, this has created some serious interpersonal and confidence issues for Bob.

Please call me as soon as possible at 383-3829 so that we can discuss this issue and determine the best way to resolve this. Thanks for your time and for working with us to create a positive outcome for this situation.

Sincerely,

**[Signature]**