

[Your Name]  
[Your Address]  
[Your Email Address]  
[Your Phone Number]

[Date]

[Recipient Name or Department]  
[Company Name]  
[Company Address]

**Subject: Formal Complaint Regarding Account Termination - Account ID: [Your Account Number/Username]**

Dear [Name of Recipient or Customer Support Team],

I am writing to formally lodge a complaint regarding the recent termination of my account, [Account Username/ID], which occurred on [Date of Termination].

I received a notification stating that my account was closed due to [mention the reason given by the company, e.g., an alleged breach of terms of service]. However, I believe this decision is incorrect because [explain why you disagree, e.g., I have not violated any policies, or provide evidence of your compliance].

The termination of this account has caused significant inconvenience, specifically [mention any loss of data, funds, or access to services]. I have always adhered to the terms and conditions associated with your platform and value the services provided.

I kindly request that you conduct a formal review of my account and the circumstances leading to its closure. I am seeking the immediate reinstatement of my account and access to all associated data.

I have attached [mention any supporting documents or screenshots] to support my request. I look forward to your response and a resolution to this matter within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]