

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [describe the issue].

[Provide a detailed explanation of the problem, including any relevant dates, locations, and the impact it has had on you.]

I had hoped to resolve this matter amicably, but unfortunately, [explain any prior attempts to address the issue].

I would appreciate your immediate attention to this matter and look forward to your response. Thank you for your understanding.

Sincerely,
[Your Name]