

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

[Date]
[Recipient Name]
[Title]

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue]

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

[Explain the details of your complaint, including dates, locations, and any specific incidents that occurred.]

Furthermore, I have attached [mention any relevant documents, photos, or evidence that support your complaint].

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Attachments: [List of attachments]