

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

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

Dear [Recipient's Name],

Subject: [Brief Subject of the Complaint]

I am writing to formally express my concerns regarding [specific issue]. This issue has caused [brief description of the impact it has had on you or your situation].

[Provide a detailed description of the issue, including dates, locations, and any relevant information.]

I have attempted to resolve this matter by [mention any previous communication or steps taken], but unfortunately, the issue remains unresolved.

I kindly request that you [mention the action you expect to be taken]. I believe this will address my concerns and help restore my confidence in your [company/organization].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]