

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

[Recipient Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

****Subject: Complaint Regarding [Specific Issue]****

1. ****Introduction****

- Briefly introduce yourself and state the purpose of the letter.

2. ****Details of the Complaint****

- Clearly describe the issue you experienced.
- Include relevant dates, locations, and any other pertinent information.

3. ****Impact of the Issue****

- Explain how this issue affected you or others.

4. ****Previous Communication****

- Mention any prior communication regarding the issue.
- State any responses received, if applicable.

5. ****Resolution Sought****

- Clearly outline what you would like as a resolution.

6. ****Closing****

- Thank the recipient for their attention to the matter.
- Provide your contact information for follow-up.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]