

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Subject: [Brief Subject of the Complaint]
Dear [Recipient's Name],
I am writing to formally express my concerns regarding [specific issue or situation].
[Describe the issue in detail, including relevant dates, occurrences, and any prior communications regarding the matter.]
I believe that this issue requires immediate attention and resolution due to [reason for urgency].
I have also sent this letter to the following individuals for their awareness:
- [CC Recipient 1 Name, Title, Company (if applicable)]
- [CC Recipient 2 Name, Title, Company (if applicable)]
- [Additional CCs as necessary]
I hope to receive your prompt response regarding how you plan to address this issue.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position (if applicable)]
[Your Company (if applicable)]