

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my complaint regarding [specific issue or incident] that occurred on [date] at [location, if applicable].

Despite my efforts to resolve this matter informally, I feel that a formal complaint is necessary.

[Provide a detailed account of the incident, including what happened, any relevant details and how it affected you.]

I am disappointed because [describe your expectations and how they were not met], and I believe this issue should be addressed promptly.

I would appreciate your immediate attention to this matter and look forward to your response regarding how you intend to resolve this issue.

Please contact me at [your phone number] or [your email address] if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]