

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the unsatisfactory services I have received from the [specific CDL office or service] on [date(s) of service].

On [date], I visited your office for [specific service needed, e.g., CDL application, renewal, etc.]. Unfortunately, I encountered a series of issues, including [briefly explain the problems you faced, e.g., long wait times, unhelpful staff, errors in processing].

Despite my best efforts to resolve these issues during my visit, [explain any attempts made to address the problem, e.g., speaking to staff, filling out forms, etc.], there was no resolution, which has caused me [explain the impact on you, e.g., delays in licensing, financial costs, etc.].

I believe that as a government service, it is your responsibility to provide timely and efficient service to the public. I kindly request that you investigate these issues and take appropriate action to ensure that other customers do not face similar problems in the future.

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

Sincerely,  
[Your Name]