

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

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

Dear [Recipient Name],

Subject: [Brief Description of the Complaint]

I am writing to formally express my complaint regarding [describe the issue briefly].

On [date of the incident], I experienced [provide a detailed description of the situation]. This situation has caused [explain how it affected you, including any inconvenience or distress].

I have attempted to resolve this matter by [describe any previous attempts to address the issue, including dates and responses received].

Unfortunately, [explain why the previous attempts did not resolve the issue].

I would appreciate your prompt attention to this matter and would like to request [state what you want the recipient to do].

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]