

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

[Date]
[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to formally lodge a complaint regarding [briefly state the issue].

On [date of the incident], I experienced [provide a detailed description of the issue, including any relevant facts, circumstances, and your expectations].

Despite my attempts to [mention any attempts you've made to resolve the issue, e.g., contacting customer service, speaking to staff], the situation has not been rectified.

I kindly request [state your desired outcome or resolution]. I believe this matter can be resolved amicably and look forward to your prompt attention to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]