

[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: [Brief Subject of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or incident].

[Explain the details of the complaint clearly and concisely, including dates, locations, and any relevant evidence].

I believe that [explain why you were dissatisfied or how the situation affected you].

I would appreciate it if you could [suggest a resolution or corrective action].

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

Sincerely,
[Your Name]