

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [describe the issue in detail].

[Explain the circumstances surrounding the complaint, including dates, locations, and any relevant transactions or interactions.]

I believe that this situation could have been handled better, and it has caused [explain the impact of the issue, such as inconvenience, financial loss, etc.].

I would appreciate your prompt attention to this matter and a resolution that includes [state your desired outcome].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]