

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

Subject: Legal Complaint

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding [briefly describe the issue, e.g., breach of contract, harassment, etc.]. This matter has caused [explain how the issue has affected you or your situation, e.g., financial loss, emotional distress, etc.], and I believe it is necessary to address it through this letter.

Details of the Complaint:

1. ****Date of Incident****: [Insert date]
2. ****Location****: [Insert location, if applicable]
3. ****Description of Incident****: [Provide a detailed description of the events leading to the complaint]

Attempts to Resolve:

I have attempted to resolve this issue by [explain any prior attempts to address the problem, e.g., contacting customer service, informal discussions, etc.], but unfortunately, those efforts have not led to a satisfactory resolution.

I am therefore seeking the following:

1. [List your specific demands or resolutions you are seeking]
2. [Additional demands, if any]

Please consider this letter as a formal notice of my complaint. I am prepared to take further action if necessary and will not hesitate to escalate this matter to [mention any potential legal steps you may pursue, e.g., filing a formal complaint or seeking legal counsel].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]