

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

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue Title]

I am writing to formally file a complaint regarding [describe the issue or situation briefly]. This incident occurred on [date] at [location or context].

[Detailed description of the issue, including any relevant facts, figures, or events. Mention any prior communication regarding this issue and any responses you have received.]

I believe this issue violates [cite any specific regulations, laws, or policies relevant to your complaint].

As a resolution, I would appreciate [state what you would like to happen or how you would like the situation to be resolved].

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

Sincerely,

[Your Name]

[Enclosures: if any]