

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Subject of Complaint]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue]. This issue occurred on [date] and has caused [explain the impact of the issue].

Despite my attempts to resolve this matter by [mention any previous communication or actions taken], I have yet to receive a satisfactory response.

I kindly request that you [state what you would like the recipient to do to resolve the issue]. I believe that resolving this matter promptly will restore my faith in your organization.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]