

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Agency/Department Name]
[Agency Address]
[City, State, Zip Code]
Subject: Formal Complaint Regarding [Brief Description of Issue]
Dear [Recipient Name],
I am writing to formally submit a complaint against
[Individual/Entity/Agency Name] regarding [describe the issue, providing
specific details].
1. ****Background****:
- [Provide a brief background of the situation and context.]
2. ****Details of the Complaint****:
- [Clearly outline the specifics of your complaint, including dates,
locations, and any relevant information.]
3. ****Impact****:
- [Describe how the issue has affected you personally or
professionally.]
4. ****Desired Outcome****:
- [State what resolution you are seeking or what actions you hope to be
taken.]
Enclosed are [list any supporting documents or evidence]. I hope for a
prompt response to this complaint and appreciate your attention to this
matter.
Thank you for your consideration.
Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Affiliation, if applicable]