

[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],

I am writing to formally express my complaint regarding [specific issue] that occurred on [date]. The details of the incident are as follows:

- **\*\*Description of the problem\*\***: [Briefly describe the complaint].
- **\*\*Impact\*\***: [Explain how this issue has affected you].
- **\*\*Previous communication\*\***: [Mention any previous attempts to resolve this issue, if applicable].

I kindly request a resolution to this matter, such as [propose a solution or action you would like them to take]. I believe this would be a fair resolution considering the circumstances.

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

Sincerely,  
[Your Name]