

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

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

Dear [Recipient's Name],

Subject: Complaint Enquiry Regarding [Brief Description of Issue]

I hope this letter finds you well. I am writing to formally address a complaint regarding [specific issue] that I experienced on [date of incident].

[Provide a detailed description of the issue, including relevant facts and any previous attempts to resolve it.]

I kindly request that you investigate this matter further and provide me with a resolution at your earliest convenience.

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

Sincerely,

[Your Name]