

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue or incident]. This occurred on [date] at [location or context].

[Provide a detailed description of the issue, including any relevant facts, figures, and your expectations for resolution.]

I believe this matter requires your immediate attention, and I would appreciate a prompt response regarding how you plan to address this issue.

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

Sincerely,
[Your Name]