

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

Federal Communications Commission
Consumer Contact Division
45 L Street NE
Washington, DC 20554

Subject: Complaint Regarding [Issue/Company Name]

Dear FCC Consumer Contact Division,

I am writing to formally submit a complaint regarding [describe the nature of your complaint, e.g., poor service, billing issues, violation of regulations] concerning [Company Name].

Details of the complaint:

- ****Account Number****: [Your account number]
- ****Date of Incident****: [Date]
- ****Description of Issue****: [Provide a detailed account of the issue, including any interactions with the company, and how it has affected you as a consumer.]

I have attempted to resolve this matter directly with [Company Name] by [describe any steps you've taken, such as calls, emails, etc.], but unfortunately, [explain the outcome of your efforts].

I request that the FCC investigate this matter and take appropriate action to address my concerns.

Thank you for your attention to this serious issue.

Sincerely,
[Your Name]