

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Specific Issue]

I am writing to formally express my complaint regarding [describe the issue or incident] which occurred on [date of incident].

[Provide a detailed account of the incident, including all relevant information such as location, individuals involved, and any actions taken prior to the complaint.]

This situation has caused [explain any negative impact it has had on you or others]. I believe it is important for the organization to address this matter to prevent future occurrences.

I request that you take appropriate action to resolve this issue by [mention any specific resolution you are seeking]. I look forward to your prompt response to this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]