

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my complaint regarding [describe the issue briefly].

[Provide details of the complaint, including dates, locations, and any relevant communications or interactions that have occurred. Be clear and concise.]

I believe that [explain why you feel the situation is unacceptable].

I would appreciate your prompt attention to this matter and look forward to a resolution. Please let me know how you plan to address this issue.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]