

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, Postcode]

Dear [Recipient's Name],

I am writing to formally express my complaint regarding [specific issue] that occurred on [date] at [location/event].

Firstly, I would like to outline the details of the situation: [describe the issue, including any relevant facts].

This has caused me [explain the impact of the issue on you], and I believe it is important for you to be aware of this situation.

I would appreciate it if you could [state what resolution or action you are seeking].

Thank you for taking the time to address my concerns. I look forward to your prompt response.

Yours sincerely,

[Your Name]