

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

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

Subject: Complaint Regarding GX Form [Specify Issue]

Dear [Recipient Name],

I am writing to formally express my concern regarding [specific issue with the GX form].

[Briefly explain the issue, including relevant details such as dates, circumstances, and any previous communication.]

I kindly request [specific resolution you are seeking] to address this matter.

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

Sincerely,

[Your Name]