

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

GVSA Complaint Department
[GVSA Address]
[City, State, Zip Code]

Subject: Formal Complaint

Dear GVSA Complaints Team,

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., "the recent service I received on [date]"].

Details of the Incident:

- ****Date of Service****: [Date]
- ****Location****: [Service Location]
- ****Description of the Issue****: [Provide a detailed explanation of the problem you encountered, including any relevant facts or incidents that occurred.]

I have attempted to resolve this issue by [explain any previous attempts you made to resolve the issue, e.g., contacting customer service], but unfortunately, the matter remains unresolved.

I kindly request that you investigate this matter and provide a prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]