

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my concerns regarding [specific issue] that I have encountered. Despite my attempts to resolve this matter informally, I feel it is necessary to bring it to your attention in writing.

[Provide a detailed description of the issue, including dates, locations, and any relevant interactions you have had with individuals or services related to the complaint.]

I believe that this matter requires immediate attention and would appreciate any assistance you can offer in resolving [specific request or action you wish to see].

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

Sincerely,

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