

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

[Recipient Name]
[Department/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Complaint Against [Entity/Individual]

Dear [Recipient Name],

I am writing to formally submit a complaint regarding [briefly describe the issue or incident] that occurred on [date].

[Provide a detailed description of the complaint, including relevant facts, names, dates, and specific concerns. Be clear and concise.]

I believe that this situation violates [specify relevant laws, regulations, or policies, if applicable].

I am requesting that your office investigate this matter and take appropriate action. I can be reached at [phone number] or [email address] for any further information or clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title/Position, if relevant]