

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

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

Subject: Complaint Regarding [Brief Description of Issue]

Dear [Recipient Name],

I am writing to formally submit a complaint regarding [specific issue or concern], which I believe violates [specific law or regulation, if applicable].

Details of the Complaint:

- ****Date of Incident:**** [Insert date]
- ****Location:**** [Insert location]
- ****Individuals Involved:**** [Insert names and roles, if applicable]
- ****Description of Events:**** [Provide a detailed account of what happened, including any relevant facts and context.]

I have attempted to resolve this issue by [explain any previous actions taken, such as contacting customer service, submitting a claim, etc.].

However, [insert outcome or reason for dissatisfaction].

I would appreciate your timely attention to this matter. I am seeking [specify what you are requesting, such as a resolution, reimbursement, further investigation, etc.].

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

Sincerely,
[Your Name]