

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

[Date]
[Recipient's Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of the Issue]

Dear [Recipient's Name],

I am writing to formally file a complaint regarding [specific issue or incident] that occurred on [date] involving [parties involved or organization name].

[Provide a detailed description of the issue, including relevant dates, times, and locations. Explain how the issue affects you or others, and specify any actions you have taken to resolve the situation.]

In light of the above, I am requesting that [state your desired outcome or action you want the HHS to take].

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

Sincerely,

[Your Name]
[Your Title or Position, if applicable]