

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]  
Subject: Complaint Regarding [Specify Issue]  
Dear [Recipient's Name],  
I am writing to formally submit a complaint regarding [briefly describe the issue, e.g., discrimination, violation of rights, etc.] that occurred on [date of incident]. This situation has caused [explain how it has affected you or others].  
[Provide a detailed description of the issue, including relevant facts, dates, and individuals involved. Attach any supporting documentation as necessary.]  
I believe this matter falls under the jurisdiction of the Department of Health and Human Services due to [explain why you believe HHS should address the issue].  
I request that [mention any specific resolution or action you are seeking]. I trust that this issue will be addressed with the seriousness it deserves.  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]