

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

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

Subject: Complaint Regarding [Brief Description of the Issue]

Dear [Recipient Name],

I am writing to formally submit a complaint regarding [describe the nature of your complaint, including specific details about the issue]. [Provide a detailed description of the incident, including dates, names of involved parties, and any relevant information that supports your complaint.]

I believe that [explain why you feel the action was inappropriate or in violation of regulations].

I request that [state your desired outcome or resolution you are seeking].

Please find attached [mention any documents, evidence, or supporting materials you are including with the complaint].

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

Sincerely,

[Your Name]

[Your Title, if applicable]