

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

[Recipient Name]
[Title/Position]
[Department of Health and Human Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue/Concern]

I am writing to formally lodge a complaint concerning [brief description of the issue/concern].

[Provide a detailed description of the situation, including dates, locations, individuals involved, and any relevant documentation or evidence that supports your complaint. Explain how this issue has impacted you or others.]

I believe this situation violates [mention any relevant laws, regulations, or policies], and I respectfully request an investigation into this matter.

Please inform me of any required steps I need to follow as part of this complaint process, and I would appreciate your timely attention to my concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]