

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

[Recipient's Name or Title]
[Department or Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of Issue]

Dear [Recipient's Name or Title],

I am writing to formally submit a complaint regarding [specific issue] that I have experienced with [describe the organization or service provider involved]. My complaint is based on the following details:

1. ****Background Information:****

- Date and time of the incident: [insert date and time]
- Location of the incident: [insert location if applicable]
- Name of the individual(s) involved: [insert names if known]

2. ****Description of the Complaint:****

- [Explain what happened in a clear and concise manner, providing all relevant details and context.]
- [Include any attempts made to resolve the issue directly with the organization.]

3. ****Impact:****

- [Describe how this issue has affected you, including any emotional, financial, or physical impact.]

4. ****Resolution Sought:****

- [Specify what action you would like the HHS to take in response to your complaint.]

I have attached any supporting documentation related to this matter, including [list any documents such as emails, receipts, photos, etc.].

Thank you for your attention to this matter. I hope to receive a prompt response and resolution to my complaint. I can be reached at [your phone number or email] for any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]