

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

[Recipient Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Topic]

I am writing to formally express my dissatisfaction regarding [briefly describe the issue].

[Provide a detailed account of the situation, including any relevant dates, locations, and other specifics. Describe how the issue has affected you.]

I have attempted to resolve this matter by [explain any previous attempts to address the issue]. Unfortunately, [explain the response or lack thereof].

I kindly request that you [state what you would like the company/organization to do to resolve the issue].

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)]