

****HJC Complaint Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Formal Complaint Regarding [Brief Description of the Issue]****

I am writing to formally express my concern regarding [describe the issue or incident in detail, including dates, locations, and any relevant individuals involved].

[Explain the impact of the issue, including any negative consequences you experienced as a result.]

I have attempted to resolve this matter through [any previous steps you have taken to address the issue, including dates and outcomes].

Unfortunately, [describe why the issue remains unresolved].

I kindly request that [state your desired outcome or resolution]. I believe that this action is necessary to [explain the importance of the resolution].

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

Sincerely,

[Your Name]

****Attachments:**** [List any documents or evidence you are including]