

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

[Recipient Name]
[HJC Department/Office]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Issue/Concern]

I am writing to formally file a complaint regarding [brief description of the issue or concern] that occurred on [date of incident].

[Provide detailed information about the incident, including specific facts, dates, times, and any relevant documentation.]

Given the circumstances, I respectfully request [a resolution, compensation, or specific action you would like to see taken].

I look forward to your prompt attention to this matter and hope to receive a response by [specific date].

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]