

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

[HJC Address or Contact Name]
[HJC Organization]
[Address Line 1]
[City, State, ZIP Code]

Subject: Complaint Regarding [Brief Description of the Issue]

Dear [HJC Contact Name or "To Whom It May Concern"],

I am writing to formally lodge a complaint regarding [describe the specific issue or situation]. My concerns stem from [provide a brief background of the incident, including dates, locations, and any relevant details].

Despite previous attempts to resolve this matter [mention any previous communications or actions taken], I have not received a satisfactory response. This situation has resulted in [explain any impacts or consequences you have faced].

I respectfully request that [state what action you would like HJC to take in response to your complaint].

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

Sincerely,
[Your Name]