

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient Name],
Subject: [Subject of Your Complaint]
I am writing to formally lodge a complaint regarding [briefly state the issue].
[Explain the details of your complaint here, including relevant dates, events, and any individuals involved. Be clear and concise.]
I would appreciate your prompt attention to this matter and would like to request [state your desired resolution].
Thank you for your time and consideration. I look forward to your response.
Sincerely,
[Your Name]
[Your Job Title/Position, if applicable]