

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

[Recipient Name]
[HFMS Department or Organization Name]
[Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding [Brief Description of Issue]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [describe the issue or incident clearly, including relevant dates, times, and details].

[Explain the circumstances in detail, including what happened, who was involved, and any previous communications you've had about the issue.]

I believe that [explain why you feel the issue is serious, referencing any relevant policies or standards].

I would appreciate it if you could [state what you would like to see happen - resolution, response, etc.].

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)]