

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Subject: Brief Description of the Complaint]  
I am writing to formally address a concern regarding [briefly describe the issue or incident].  
[Provide detailed information about the complaint, including relevant dates, specific incidents, and any other pertinent details.]  
I would appreciate your immediate attention to this matter and look forward to your prompt response.  
Thank you for your consideration.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]