

[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: [Brief Description of the Complaint]

I am writing to formally express my concerns regarding [specific issue or incident].

[Provide a detailed description of the problem, including any relevant dates, locations, and a brief account of what occurred.]

I believe that [explain why you feel this issue is significant and how it has affected you].

I kindly request that [state your desired resolution or action you wish the company to take].

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

Sincerely,

[Your Name]