

**\*\*HQ Complaint Format Template\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*[Recipient's Name/Department]\*\***

**\*\*[Company/Organization Name]\*\***

**\*\*[Company Address]\*\***

**\*\*[City, State, Zip Code]\*\***

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**\*\*Subject: Formal Complaint Regarding [Brief Description of the Issue]\*\***

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**\*\*Dear [Recipient's Name/Department],\*\***

I am writing to formally express my concerns regarding [specific issue] that occurred on [date] involving [individuals or departments involved, if applicable].

**\*\*Description of the Issue:\*\***

- **\*\*Incident Details:\*\*** Provide a concise overview of what happened, including specific dates and times.

- **\*\*Impact:\*\*** Explain how this issue has affected you, including any emotional, financial, or operational consequences.

- **\*\*Attempts to Resolve:\*\*** Outline any previous communications or attempts to address the issue, including dates and responses received.

**\*\*Requested Action:\*\***

I request that you [specific resolution you seek], and hope that this matter can be resolved promptly.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

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