

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Complaint Regarding [Specific Issue]
I am writing to formally express my concern regarding [briefly state the issue].
Details of the Issue:
- **Date of Occurrence:** [Date]
- **Location:** [Location, if applicable]
- **Description:** [Detailed description of the issue, including any relevant facts]
- **Previous Correspondence:** [Mention if you have reached out before and any responses received]
Desired Resolution:
I would appreciate it if you could [state what you would like to happen as a result of your complaint].
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Job Title, if applicable]
[Company Name, if applicable]