

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

To Whom It May Concern,

I am writing to formally express my complaint regarding [specific issue].

[Describe the issue in detail, including any relevant dates, events, and the impact on you.]

I would appreciate your immediate attention to this matter and look forward to your prompt response regarding a resolution.

Thank you for your attention to this matter.

Sincerely,

Your Name