

[Your Name]
[Your Address]
[Iowa City, IA ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[City Department or Organization Name]
[Department Address]
[Iowa City, IA ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding [specific issue or complaint] that I have recently experienced in Iowa City.

On [date of the incident], I [describe the situation, including relevant details]. This situation has caused [explain the impact it has had on you or the community].

I believe this issue requires attention because [state reasons for the complaint and any relevant policies or regulations that apply].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] so we can discuss this issue further.

Thank you for your time and consideration.

Sincerely,

[Your Name]