

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Incident]

I am writing to formally file a complaint regarding [briefly describe the issue or incident] that occurred on [date of the incident] involving [describe the parties involved, if applicable].

[Provide a detailed explanation of the situation, including any relevant facts, timelines, and the impact it has had on you or others.]

I believe that this matter warrants attention because [explain why this issue is significant and what you hope to achieve through the complaint].

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]