

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that I encountered on [date] while [briefly describe context]. Despite my previous attempts to resolve this matter by [mention any steps you have taken], I have not received a satisfactory response.

The impact of this issue has been [describe how it has affected you or others], and I believe it warrants urgent attention. I kindly request that you [state your desired resolution].

Thank you for addressing my concerns. I look forward to your prompt response.

Sincerely,  
[Your Name]