

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Concern]

I am writing to formally address a complaint concerning [specific issue or incident] that occurred on [date] at [location or event]. The nature of my complaint involves [briefly describe the situation, including relevant facts and any actions taken].

Despite my attempts to resolve this matter through [mention any previous communication or actions], I have not received a satisfactory response or solution.

I believe that [explain why the issue is important and any impact it has had on you or others].

I request that you [state what action you would like the IYCC to take or what resolution you seek].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]