

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

[Recipient's Name]
[Title/Position]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Complaint Regarding [Brief Description of Incident]

Dear [Recipient's Name],

I am writing to formally report an incident that occurred on [Date of Incident] at [Location of Incident]. The details of the incident are as follows:

- ****Description of the Incident:**** [Provide a detailed description of the incident, including what happened, who was involved, and any other relevant information.]
- ****Witnesses:**** [List any witnesses or individuals who can corroborate your account of the incident, if applicable.]
- ****Immediate Actions Taken:**** [Describe any actions you took at the time of the incident or afterward, such as notifying authorities, seeking medical assistance, etc.]

I believe this incident requires your immediate attention due to [explain why the incident is significant or should be addressed]. I kindly request that you investigate this matter and take appropriate action.

Thank you for your attention to this serious issue. I look forward to hearing from you soon regarding the steps to be taken.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]