

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my complaint regarding [specific issue] that occurred on [date] at [location or organization].

[Detailed explanation of the issue, including relevant details such as what happened, any involved parties, and the impact it had on you or others.]

I believe that this situation warrants your attention due to [explanation of why the issue is significant]. I request that you [specific action you want the recipient to take].

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

Sincerely,
[Your Name]