

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Complaint Regarding [Issue]  
I am writing to formally express my concerns regarding [describe the issue briefly].  
[Provide details about the issue, including any relevant dates, locations, and other specific information.]  
I kindly request that you [state your desired resolution or action].  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]