

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

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

Subject: Formal Complaint Regarding [Issue]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [describe the issue briefly]. This matter has caused me considerable concern, and I believe it requires your immediate attention.

On [date of incident], [provide detailed account of the incident, including specific actions taken, people involved, and any relevant context]. Despite my efforts to address this issue through [mention any previous attempts to resolve the matter], I have not received an adequate response.

I would appreciate it if you could investigate this matter promptly and provide me with a resolution. I look forward to your response and hope for a satisfactory outcome.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]