

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Incident]

I am writing to formally express my dissatisfaction regarding [briefly state the issue or incident].

[Provide a detailed account of the issue, including dates, times, and any relevant information.]

This situation has caused [explain the impact of the issue, e.g., inconvenience, financial loss, etc.].

I have previously [mention any previous communication or attempts to resolve the issue], but I have not received a satisfactory response.

I kindly request that you [state your desired outcome or resolution].

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

Sincerely,

[Your Name]