

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

[Recipient's Name or Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name or Title],

Subject: Complaint Regarding [Brief Description of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue or service] that I experienced on [date] at [location or company name].

[Provide a detailed description of the issue, including any relevant facts or events leading up to the complaint, and how it has affected you.]

I would appreciate your prompt attention to this matter and a resolution at your earliest convenience. I look forward to your response.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]