

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

[Recipient Name]
[Designation]
[Department/Organization Name]
[Office Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of Issue]

Dear [Recipient Name],

I am writing to formally express my complaint regarding [specific issue]. This situation has caused me [describe how it has affected you], and I believe it is important to bring it to your attention.

The details of my complaint are as follows:

- [Explain the issue in detail, including dates, locations, and any involved parties]
- [Include any relevant supporting information or documents]

I kindly request that this matter be addressed promptly. I am hopeful for a resolution and would appreciate your response within [mention a reasonable time frame].

Thank you for your attention to this matter.

Sincerely,
[Your Name]