

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue]. The details surrounding this matter are as follows:

- Date of occurrence: [Date]
- Location: [Location]
- Description of the issue: [Provide a detailed description of the problem]

Despite my attempts to address this issue via [previous attempts to resolve the issue, e.g., calls, emails], I have not received an adequate response or resolution.

I expect an acknowledgment of this complaint and a prompt response detailing how you intend to resolve the matter.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]