

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

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

Subject: Complaint Regarding [Brief Description of Issue]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date]. Despite my attempts to resolve this matter through [previous communication method], I have not received a satisfactory response.

[Provide detailed account of the issue, including dates, names, and any pertinent information.]

I kindly request that you take immediate action to address this situation. I believe that [suggest possible resolutions or outcomes]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]