

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly, including relevant dates and details].

[Explain the situation in detail and how it has affected you, including any attempts you made to resolve the issue.]

I believe it is essential for [Company/Organization Name] to address this matter promptly. I would appreciate your immediate attention to this issue and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]