

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

Jyoti [Last Name if known]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear Jyoti,

Subject: Complaint Regarding [Briefly State the Issue]

I hope this letter finds you well. I am writing to formally express my complaint regarding [describe the issue in detail, including relevant dates, facts, and any prior communications].

Despite my previous attempts to resolve this matter, [explain any actions taken previously]. This situation has caused [mention any impact or inconvenience caused by the issue].

I kindly request that this issue be addressed promptly. [State what resolution you seek].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]