

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

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

Dear Jyothi,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue, e.g., service, product, etc.].

[Describe the issue in detail, including relevant dates, occurrences, and any attempts you made to resolve the problem.]

I believe it is important for this matter to be addressed promptly. I would appreciate your assistance in resolving this issue by [state your desired resolution].

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)]