

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
KCCI (Korea Chamber of Commerce and Industry)
[Office Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Complaint Regarding [Brief Description of the Issue]
I am writing to formally lodge a complaint regarding [specific issue]
that I have encountered with [company/individual name] on [date of
incident].
[Provide detailed description of the issue, including any relevant
information such as contracts, transactions, or communications.]
I have attempted to resolve this matter directly with [company/individual
name] on [dates you attempted resolution], but unfortunately, [explain
the outcome of those attempts, if any].
I believe that this situation is in violation of [mention any relevant
laws, regulations, or agreements, if applicable]. Therefore, I kindly
request your assistance in addressing this issue.
I appreciate your attention to this matter and look forward to your
prompt response.
Thank you for your cooperation.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]