

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

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

Dear [Recipient's Name],

Subject: [Brief Subject of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue].

[Explain the details of the issue, including any relevant dates, locations, and facts. Mention any previous communication regarding the matter if applicable.]

I believe this situation is unacceptable because [explain why it is an issue, including any impacts it has had on you].

I kindly request [state what you want as a resolution].

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

Sincerely,
[Your Name]