

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

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

Subject: Complaint Regarding [Specify the Issue]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [describe the issue briefly]. This incident occurred on [date of the incident] at [location or context of the issue].

[Explain the situation in detail, including any relevant facts, timelines, and how it has impacted you.]

I believe this matter requires immediate attention because [explain why it is important]. I hope we can resolve this issue amicably and promptly. Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]