

[Your Name]
[Your Address]
Klamath Falls, OR [ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
Klamath Falls, OR [ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding [specific issue] that I experienced on [date] at [location or event]. Despite my attempts to resolve this matter through [describe any prior communication or attempts], I feel compelled to bring this to your attention for further action.

[Describe the details of the complaint, including what occurred, the impact it had on you, and any relevant context.]

I would appreciate your prompt attention to this matter and a response outlining any steps you will take to address the issue. Thank you for your time.

Sincerely,
[Your Name]