

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name/Company Name]
[Recipient Address]
[City, Postal Code]
Dear [Recipient Name/Title],
Subject: Complaint Regarding [Brief Description of the Issue]

1. ****Introduction****
 - Briefly introduce yourself.
 - State the purpose of the letter.
2. ****Details of the Complaint****
 - Describe the issue clearly and concisely.
 - Include relevant dates, locations, and involvement.
3. ****Previous Communication****
 - Mention any prior attempts to resolve the issue.
 - Include dates and outcomes of those interactions.
4. ****Impact of the Issue****
 - Explain how the issue has affected you.
 - Include any relevant personal or financial impacts.
5. ****Desired Resolution****
 - State what you hope to achieve by sending this letter.
 - Provide specific actions you wish the recipient to take.
6. ****Closing****
 - Thank the recipient for their attention to this matter.
 - Provide your contact information for follow-up.

Sincerely,
[Your Name]