

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Submission

I am writing to formally submit a complaint regarding [briefly state the issue or situation].

On [date of incident], I experienced [describe the incident in detail, including relevant names, dates, and locations].

I believe this action is a violation of [reference specific policies, laws, or guidelines if applicable], which has caused [explain the impact of the situation].

I kindly request that you investigate this matter promptly and take appropriate actions to address my concerns. I am looking forward to your response and hope for a resolution to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Organization, if applicable]