

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

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

Dear [Recipient's Name],
I am writing to formally express my concern regarding [specific issue/problem] that I experienced with [provide details about the situation]. Despite my efforts to resolve this matter [mention any prior communication or attempts], I have not seen a satisfactory response/resolution.

[Explain the impact of the issue on you/others and the need for resolution. Mention any relevant dates, account numbers, or reference numbers if applicable.]

I would appreciate your immediate attention to this issue and a prompt resolution. I look forward to your response and hope that we can resolve this matter amicably.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]