

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

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

Dear [Recipient's Name],

I am writing to formally express my complaint regarding [briefly describe the issue].

[Detail the issue, including dates, locations, and any relevant information that supports your complaint.]

I have attempted to resolve this matter by [describe any previous attempts to address the issue], but unfortunately, the situation remains unresolved.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Optional: Any enclosures or attachments]