

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

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

Dear [Recipient's Name],

[Opening paragraph: State the purpose of the letter clearly and concisely.]

[Body paragraphs: Provide details relevant to your complaint. Describe the issue, including any necessary context and facts. If applicable, mention any steps you've already taken to resolve the issue.]

[Closing paragraph: State your desired outcome and express willingness for further discussion or resolution.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]