

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

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [specific issue related to GVSW]. This incident took place on [date] and involved [brief description of the situation].

Despite my previous attempts to resolve this matter by [mention any prior communications or actions taken], I have not received a satisfactory response.

I would appreciate your prompt attention to this issue and a resolution at your earliest convenience. Please feel free to contact me at [your phone number] or [your email] should you need any further details to assist with the resolution process.

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

Sincerely,
[Your Name]