

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

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

Subject: Complaint Regarding [Brief Description of the Issue]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [specific issue or situation], which I encountered on [date] at [location or context].

[Clearly explain the details of the complaint, including any relevant facts or occurrences. Be specific about what happened, including names, dates, and any other pertinent information.]

Despite my attempts to [briefly state any actions taken to resolve the issue], the problem remains unresolved, and I feel compelled to bring it to your attention.

I would appreciate your immediate attention to this matter and look forward to your prompt response. Additionally, I suggest [any specific solution or action you would like to see taken].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]