

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

Office of the Ombudsman

[Office Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding [Specific Issue]

Dear [Recipient's Name/Office of the Ombudsman],

I am writing to formally lodge a complaint regarding [specific issue].

The details of my complaint are as follows:

1. ****Incident Description****:

- Date of Incident: [Date]
- Location: [Location]
- Description: [Briefly describe what happened]

2. ****Individuals Involved****:

- [List any names or titles of individuals involved]

3. ****Evidence****:

- [Mention any supporting documents or evidence attached]

4. ****Desired Resolution****:

- [State what you would like to see happen as a result of this complaint]

I hope for a prompt investigation into this matter and a resolution that reflects fairness and adherence to the law.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]