

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

[Date]
[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Complaint Submission Regarding [Subject of Complaint]

Dear [Recipient Name],

I am writing to formally submit a complaint regarding [briefly state the issue].

[Provide a detailed description of the issue, including relevant dates, locations, people involved, and any previous attempts to resolve the situation.]

[Explain the impact this issue has had on you or others, emphasizing the importance of addressing the complaint.]

I kindly request that you investigate this matter and provide a resolution. I would appreciate your prompt attention to this complaint. Thank you for your time and assistance.

Sincerely,
[Your Name]