

**\*\*[Your Name]\*\***

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**\*\*Office of the Ombudsman for the Environment\*\***

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name/To Whom It May Concern],

Subject: Complaint Regarding [Issue/Incident]

I am writing to formally lodge a complaint regarding [briefly describe the issue or incident]. This issue has persisted since [date or duration], and despite my previous attempts to address it through [mention any prior communication or actions taken], I have not received a satisfactory resolution.

The details of my complaint are as follows:

1. **\*\*Description of the Issue:\*\***

[Provide a detailed description of the problem, including relevant dates, locations, and the parties involved.]

2. **\*\*Impact:\*\***

[Explain how the issue has affected you and/or the environment, providing specific examples.]

3. **\*\*Previous Actions Taken:\*\***

[Mention any steps or communications you have previously undertaken to resolve the issue.]

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

[Clearly outline what you wish to see happen as a result of your complaint.]

I appreciate your attention to this matter and hope for a prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]