

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue] that I have encountered on [date of incident]. Despite my efforts to resolve this matter informally, I have not received a satisfactory response.

[Provide a detailed description of the issue, including any relevant facts, dates, and interactions with the organization or individual involved.]

I believe that this situation warrants your immediate attention and action. I would appreciate a prompt resolution to this matter, as it has caused [mention any impact this issue has had on you, if applicable]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]