

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

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

Dear [Recipient's Name],

I am writing to formally express my complaint regarding [specific issue or incident] that occurred on [date] at [location or event].

[Briefly describe the issue, including any relevant details such as time, parties involved, and impact it had on you.]

I expect [resolution or action you are seeking], as I believe this will address my concerns adequately.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,
[Your Name]