

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Nature of Complaint]

I am writing to formally express my concern regarding [briefly describe the issue].

[Provide a detailed description of the complaint, including relevant dates, locations, and any parties involved. Include any previous attempts at resolution, if applicable.]

I believe that [explain why the issue is important and how it has affected you].

I would appreciate your attention to this matter and request a prompt response outlining any actions that will be taken to resolve this issue. Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]