

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

The Honorable [Prime Minister's Name]
[Office of the Prime Minister]
[Prime Minister's Office Address]
[City, State, Zip Code]

Dear Prime Minister [Last Name],

Subject: [Brief statement of the complaint]

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

[Provide detailed explanation of your complaint, including specific incidents, dates, and any relevant information].

This situation has [explain the impact of the issue on you and/or the community].

I kindly urge your office to [suggest a solution or action you want the Prime Minister to take].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]