

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

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

Subject: Complaint Resolution Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my concerns regarding [briefly state the issue or complaint].

[Provide a detailed description of the issue, including dates, places, and any relevant facts that support your complaint.]

I have made several attempts to resolve this matter but have not received a satisfactory response. I believe that [insert your expectations for resolution] would be a fair resolution.

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

Thank you for your time.

Sincerely,

[Your Name]