

[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]
Subject: Complaint Regarding [Brief Description of Issue]
Dear [Recipient's Name],
I am writing to formally complain about [state the issue clearly and concisely].
[Provide detailed information, including dates, locations, and any relevant interactions related to the issue.]
As a result of this situation, I [mention any impact the issue has had on you].
I hope you can address this matter promptly and effectively. I look forward to your response.
Sincerely,
[Your Name]