

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I hope this letter finds you well. I am writing to formally express my complaint regarding [issue or concern].

[Provide a detailed description of the issue, including dates, times, and any relevant details].

I have attempted to resolve this matter by [mention any previous communication or steps you have taken], but unfortunately, I have not received a satisfactory response or resolution.

I kindly request that you look into this matter and provide a resolution at your earliest convenience. Your attention to this issue is greatly appreciated.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]