

[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]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [briefly state the issue]. I believe this situation needs to be addressed promptly as it has caused [explain the impact of the issue].

On [date of the incident], I [describe the incident in detail, including what happened and any relevant details]. Despite my attempts to resolve this matter by [mention any previous communication or attempts to rectify the issue], I have not received a satisfactory response.

I would appreciate it if you could take [specify any actions you would like them to take] as soon as possible. I believe that this will help rectify the situation.

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

Sincerely,

[Your Name]  
[Your Job Title, if applicable]