

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue]

I am writing to formally raise a complaint regarding [specific issue] that I experienced on [date of occurrence].

[Describe the issue in detail, including any relevant information such as location, time, and names of individuals involved, if applicable.]

I have attempted to resolve this matter by [mention any previous communication or actions taken], but unfortunately, [explain the outcome of those attempts].

I would appreciate your prompt attention to this matter and request a response by [specific date, if applicable]. Please let me know how you plan to address this issue.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]