

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

[Date]  
[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue related to RLWC]. On [date], I experienced [describe the situation], which has led to [mention any consequences or issues caused].

Despite my attempts to resolve this matter by [explain any previous attempts to address the issue], I have not received a satisfactory response. I believe that my concerns merit attention, as [provide reasons why the issue is important].

I request that you investigate this matter and provide me with a resolution promptly. I would appreciate a response by [set a reasonable deadline].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]