

[Your Name]

[Your Address]

[City, Province]

[Postal Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, Province]

[Postal Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date of incident].

[Provide a detailed description of the issue, including what happened, how it affected you, and any previous attempts to resolve the matter.]

I kindly request that you address this matter promptly by [suggest a resolution or what action you want them to take].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]