

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Department Name]

[Address]

[City, State, ZIP Code]

Subject: Complaint Regarding [Brief Description of the Issue]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my concern regarding [describe the issue briefly], which I have encountered on [mention date or timeframe].

[Provide a detailed description of the issue, including any relevant information such as locations, dates, and any prior attempts to resolve the issue].

This situation has caused [explain the impact of the issue on you or others], and I believe it requires immediate attention. I kindly request that [suggest any desired resolution or action you wish to see].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]