

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

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

Subject: Complaint Regarding TLC License [License Number or Specific Details]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the TLC license held by [Licensee's Name/Company Name], with license number [License Number]. The issues I have encountered are as follows:

1. [Describe the first issue in detail, including dates, times, and any relevant context.]
2. [Describe the second issue, if applicable, following the same format.]
3. [Continue to list additional issues as necessary.]

I believe these issues violate the terms and conditions set forth by the TLC and directly impact [explain how it affects you or the community].

I kindly request that you investigate this matter and take appropriate action to address these concerns. I am willing to provide any further documentation or information needed to assist in your investigation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]