

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Brief Subject of Complaint]  
I am writing to formally express my complaint regarding [briefly describe the issue] that occurred on [date of incident].  
The details of the complaint are as follows:  
- **\*\*Description of the issue\*\***: [Provide a clear and concise description of the problem.]  
- **\*\*Impact\*\***: [Explain how this issue has affected you or your experience.]  
- **\*\*Desired resolution\*\***: [State clearly what you would like to see happen as a resolution.]  
I hope to see a prompt response and resolution to my complaint. I appreciate your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]