

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally complain about [describe the issue clearly and concisely, including relevant details such as dates, locations, and individuals involved].

[Elaborate on the issue, providing supporting information or evidence, and explain how it has affected you.]

I have attempted to resolve this matter by [explain any previous efforts made to address the issue, such as phone calls, emails, etc.], but unfortunately, [describe the outcome of those efforts].

I kindly request that you [state the resolution you seek or actions you expect to be taken].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]