

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally lodge a complaint regarding [specific issue related to VQA services].

[Briefly explain the issue, including relevant details such as dates, locations, and any actions taken prior to this complaint.]

I believe that this matter needs urgent attention, and I would appreciate your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]