

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

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

Subject: Complaint Regarding [Brief Description of Issue]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that I encountered on [date of occurrence].

[Clearly explain the details of the complaint, including any relevant facts, experiences, and the impact it had on you.]

I have attached [any relevant documents, receipts, or evidence] for your reference.

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

Thank you for addressing my concerns.

Sincerely,

[Your Name]