

[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: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the issue or service you are complaining about].

[Provide detailed information about the incident or issue, including dates, locations, and any relevant facts. Include your expectations for resolution.]

I believe that a satisfactory resolution to this matter would be [state what you would like them to do to rectify the issue].

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

Sincerely,
[Your Name]