

[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 [Briefly State the Issue]

I am writing to formally express my concern regarding [specific issue] that occurred on [date] involving [details of the incident].

[Describe the issue in detail, including what happened, where it happened, and any relevant information that supports your complaint. Be clear and concise.]

I have already attempted to resolve this matter by [state any previous communication or actions taken, such as phone calls, emails, etc.].

However, [explain the outcome of those attempts and why you feel the issue remains unresolved].

I would appreciate your prompt attention to this matter and request [state what you would like to see happen as a result of your complaint].

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

Sincerely,  
[Your Name]