

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue] that I experienced on [date of incident]. Despite my attempts to resolve this matter through [previous communication methods], I feel that my concerns have not been adequately addressed.

The details of my complaint are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I believe that [explain how the issue affected you and what resolution you are seeking]. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]