

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

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

Dear [Recipient's Name],

Subject: Official Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction concerning [specific issue or incident] that occurred on [date] at [location or context].

[Describe the issue in detail, including any relevant facts, figures, and information.]

I have already attempted to resolve this issue by [mention any previous attempts, communications, or actions taken], but unfortunately, [explain the outcome of those attempts].

I respectfully request that you [state your desired resolution or action]. I believe this will [explain why this resolution is appropriate or necessary].

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

Sincerely,
[Your Name]