

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

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

Dear [Recipient Name],

I am writing to formally submit a complaint regarding [briefly describe the issue].

On [date of incident], I [describe what happened, including any relevant details or interactions]. This experience has caused me [describe the impact the issue has had on you].

I believe it is important for you to be aware of this situation and I am seeking [state what resolution you are hoping to achieve, e.g., an apology, refund, correction of the issue, etc.].

Please find attached [mention any documents, receipts, or evidence that support your complaint].

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

Sincerely,
[Your Name]