

[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 Complaint]

I am writing to formally lodge a complaint regarding [specific issue or incident]. On [date of incident], [describe the situation, including any relevant details such as location, people involved, etc.].

Despite my attempts to resolve this matter by [explain any previous communication or actions taken], I have not seen any satisfactory response or resolution.

I kindly request that you [state the action you wish to be taken, e.g., investigate the matter, provide a refund, etc.]. I believe this is a reasonable request considering [briefly explain why you believe your complaint is justified].

I appreciate your immediate attention to this matter, and I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]