

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

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

Subject: Complaint Submission

Dear [Recipient Name],

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

[Explain the details of the complaint, including dates, times, locations, and any other relevant information].

I have attempted to resolve this matter by [mention any previous actions taken, such as phone calls or emails], but unfortunately, the issue remains unresolved.

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

Thank you for your time and consideration.

Sincerely,

[Your Name]