

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Issue/Concern]

I am writing to formally express my dissatisfaction with [describe the issue or concern] that occurred on [date of incident].

[Provide a detailed description of the issue, including any relevant facts, events, and the impact it has had on you.]

I have attempted to resolve this matter by [mention any previous attempts to address the issue, such as phone calls, emails, or in-person visits], but unfortunately, [explain the outcome of those attempts].

I kindly request that [state your desired resolution or action you would like the recipient to take].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]