

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

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

Dear [Recipient's Name],

Subject: Letter of Complaint regarding [specific issue]

I am writing to formally express my dissatisfaction regarding [insert issue/complaint].

[Detailed description of the issue, including dates, locations, and any relevant details.]

Due to [describe how this issue has affected you], I believe that corrective action is necessary.

I request [specific resolution or remedy you are seeking].

I appreciate your attention to this matter and hope to hear back from you soon.

Sincerely,
[Your Name]