

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

Dear [Recipient Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [describe the issue in detail, including dates, locations, and any relevant circumstances].

[Explain the issue and its impact on you, including any previous actions taken to resolve it, if applicable.]

I request that you [state the resolution you are seeking].

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

Sincerely,
[Your Name]