

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Complaint Regarding [Brief Description of Issue]
Dear [Recipient's Name],
1. **Introduction**
- State purpose of the letter.
- Briefly introduce yourself.
2. **Description of the Issue**
- Detail the incident or problem.
- Include dates, times, and specific circumstances.
3. **Impact of the Issue**
- Explain how the situation has affected you.
- Mention any relevant consequences.
4. **Resolution Sought**
- Specify what you would like to see happen.
- Include possible solutions if applicable.
5. **Closure**
- Thank the recipient for their attention.
- Provide your contact information for follow-up.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]