

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Brief Description of the Complaint]

I am writing to formally express my concerns regarding [specific issue].  
On [date], I experienced [describe the situation or problem], which has  
caused [explain the impact].

I have already attempted to resolve this issue by [mention any prior  
communication or actions taken]. Unfortunately, [explain why the response  
was insufficient].

I kindly request that you [describe the resolution you are seeking]. I  
believe this will help to resolve the issue amicably.

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

Sincerely,  
[Your Name]