

[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]