

[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: Complaint Regarding [Issue]

I am writing to formally express my complaint regarding [describe the issue briefly].

[Provide details of the incident, including dates, locations, and any relevant information. Explain how it affected you or your experience.]

I have taken the following steps to resolve the issue:

1. [List any steps you have taken]
2. [List any further communication or actions]

I kindly request that you [state your desired resolution or action].

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

Sincerely,

[Your Name]