

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title/Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I hope this letter finds you well. I am writing to formally express my complaint regarding [describe the issue in detail including what happened, where, and when].

[Explain any attempts you made to resolve the issue and any relevant details.]

I believe that [state your expectation or what resolution you seek]. I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]