

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

Subject: Complaint Submission

I am writing to formally submit a complaint regarding [briefly state the issue].

Details of the complaint:

- Date of incident: [date]
- Description: [provide a detailed account of the issue]
- Any supporting evidence: [mention any attached documents, photographs, etc.]

I have attempted to resolve this matter by [mention any previous attempts to address the issue], but unfortunately, [explain the outcome of those attempts].

I kindly request that you investigate this matter and provide a resolution. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]