

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

[Recipient's Name]  
[Recipient's Title]

YKU

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the issue or experience briefly].

[Provide a detailed account of the situation, including dates, locations, and any relevant documentation you have.]

Due to this experience, I believe that [explain how it has affected you or what you expect].

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]