

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

Ylva [Last Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear Ylva,

Subject: [Brief Subject of Complaint]

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

[Paragraph detailing the specifics of the complaint, including dates, locations, and any pertinent details.]

I believe this matter should be addressed because [explain the impact of the issue on you or any relevant parties].

I would appreciate a prompt response to this issue. [Optionally, suggest a resolution or what you would like to see happen.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if mailing a hard copy)]