

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my concerns regarding [briefly describe the specific issue, e.g., an incident at a tournament, a product defect, etc.].

On [date of incident], during [event/location], I experienced [describe the issue in detail, including what happened, how it affected you, and any relevant details or witnesses].

I believe that this issue warrants attention because [explain why the issue is significant and how it impacts your experience as a player].

I would appreciate your prompt attention to this matter and look forward to your response. I hope we can find a resolution that ensures a positive experience for players in the future.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Duelist ID or Membership Number, if applicable]