

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

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

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [briefly describe the issue], which occurred on [date of occurrence].

Despite my attempts to resolve this matter [mention any previous communications or actions taken], I have not received satisfactory assistance or resolution.

The specifics of my complaint are as follows:

1. [Detail the first aspect of the issue]
2. [Detail the second aspect of the issue]
3. [Detail any additional relevant information]

I believe this situation requires your immediate attention, and I would appreciate a prompt response outlining how you intend to address my concerns.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]