

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[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 concern regarding [specific issue or incident] that occurred on [date of the incident].

[Provide a detailed description of the issue, including any relevant information, such as locations, times, and the individuals involved.

Explain the impact this issue has had on you.]

I believe this situation requires your immediate attention, and I kindly request that [mention what you would like the recipient to do in response to your complaint].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]