

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

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

Dear [Recipient Name],

Subject: Complaint Regarding [Issue/Service/Product]

I am writing to formally express my complaint regarding [specific issue or service/product] that I encountered on [date of incident].

[Provide a detailed description of the issue, including any relevant facts and what action you have taken to resolve it.]

I believe that this issue deserves prompt attention, and I would appreciate your assistance in resolving it.

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

Sincerely,
[Your Name]