

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

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

Dear [Recipient Name],

I am writing to formally express my concerns regarding [specific issue] that occurred on [date]. Despite my attempts to resolve this matter informally, I have found it necessary to submit this complaint for your attention.

The situation began when [describe the incident, including relevant details like location and people involved]. As a result, [explain how this issue has affected you].

I believe it is important for [Company/Organization Name] to address this matter to prevent similar issues in the future. I would appreciate your prompt attention to this issue and look forward to your response.

Thank you for addressing this matter.

Sincerely,

[Your Name]