

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

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

Dear [Recipient Name],

I am writing to formally file a complaint regarding [specific issue or incident].

On [date of the incident], I [describe the event and the circumstances surrounding it]. Due to this situation, I [explain the impact on you or your experience].

I have attempted to resolve this matter by [mention any prior communication or steps taken], but unfortunately, [explain the outcome or lack of resolution].

I would appreciate your prompt attention to this matter and a resolution by [suggest a timeline for response].

Thank you for your consideration.

Sincerely,  
[Your Name]