

[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 [specific issue]

I am writing to formally complain about [describe the issue briefly - e.g., a product, service, or experience you encountered].

[Provide a detailed explanation of the issue, including relevant dates, locations, and any interactions with staff or services.]

I believe that this matter needs attention because [explain why this is important and any consequences you faced].

I request that you [state your desired resolution, e.g., a refund, replacement, service adjustment].

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

Sincerely,
[Your Name]