

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Complaint Regarding [Issue]
I am writing to formally lodge a complaint regarding [briefly state the issue].
[Explain the details of the complaint, including what happened, when it occurred, and any relevant documentation or evidence].
I have attempted to resolve this matter by [describe any previous attempts to address the issue]. Unfortunately, these efforts have not resulted in a satisfactory resolution.
I kindly request that you [state what action you would like the recipient to take], and I hope to hear back from you by [set a reasonable timeframe for a response].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]