

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue or incident] that occurred on [date of incident].

[Explain the situation in detail, including relevant facts, the parties involved, and any steps you have taken to resolve the issue.]

I believe that this issue needs to be addressed because [explain why the issue is significant and its impact on you or others].

I respectfully request that [state your desired outcome or resolution].

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

Sincerely,

[Your Name]