

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Subject: Complaint Regarding [Brief Description of Issue]
Dear [Recipient's Name],
I am writing to formally file a complaint regarding [specific issue] that I encountered on [date].
[Explain the details of the issue clearly and concisely, including what happened, where it took place, and any relevant information.]
Despite my attempts to resolve this matter by [mention any previous communication or action taken, if applicable], I have not received a satisfactory response or resolution.
[State the impact of the issue on you and any relevant consequences.]
I kindly request that you [state your desired outcome or resolution].
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]