

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding [specific issue/incident]. This matter has caused me significant distress and I feel compelled to bring it to your attention.

[Provide a detailed description of the issue, including dates, locations, and any relevant information that supports your complaint].

Despite my efforts to resolve this matter through [mention any previous communication or steps taken to address the issue], I find that my concerns have not been adequately addressed.

I kindly request your immediate attention to this matter and would appreciate a prompt response detailing how you intend to resolve this issue.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]