

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date]. [Provide a detailed description of the issue, including any relevant facts, figures, and your experience.]

Despite my previous attempts to resolve this matter by [mention any previous communication], I have yet to receive a satisfactory response.

I respectfully request that you address this issue promptly, as it has caused [mention any consequences it has had on you]. I hope to receive a resolution by [mention a reasonable time frame].

Thank you for your attention to this matter.

Sincerely,

[Your Name]