

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Complaint Regarding [Issue]  
I am writing to formally express my concern regarding [briefly describe the issue].  
[Explain the details of the complaint, including what happened, when it occurred, and any relevant information.]  
I believe this issue is important because [explain the impact of the issue on you or others].  
I request that you [state your desired resolution or action you hope to see].  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]