

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally address a complaint regarding [describe the issue clearly and concisely].

[Provide specific details about the incident, including dates, locations, and any relevant previous communication.]

I would appreciate your prompt attention to this matter. I believe a satisfactory resolution would be [suggest a resolution or compensation you seek].

Thank you for considering my complaint. I look forward to your response.

Sincerely,

[Your Name]