

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

[Recipient's Name]
[Title/Position]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of Complaint]

I am writing to formally express my dissatisfaction with [specific issue or incident] that occurred on [date of incident] at [location or context].

[In this paragraph, detail the issue, including any relevant facts, what led to the situation, and how it has affected you or others.]

I believe this situation requires your attention because [explain why the issue is important, and any prior attempts to resolve it].

I kindly request [state the outcome you are looking for, such as a refund, change in policy, etc.].

Thank you for addressing my concerns. I look forward to your prompt response.

Sincerely,
[Your Name]