

[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]
Subject: Legal Complaint Regarding [Brief Description of the Issue]
Dear [Recipient's Name],
I am writing to formally address a complaint regarding [specific issue or incident], which occurred on [date of incident].
Background
[Provide a brief background of the situation, including relevant facts and context.]
Details of Complaint
[Clearly outline your complaint, including specific details such as what happened, who was involved, and any supporting evidence or documentation.]
Impact
[Explain how this issue has affected you personally or professionally.]
Request for Resolution
[State what you are seeking as a resolution to this complaint. Be specific about the actions you would like the recipient to take.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Job Title, if applicable]
[Your Company/Organization, if applicable]