

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Brief Subject of the Complaint]

I am writing to formally lodge a complaint regarding [specific issue or situation].

[Detail the nature of the complaint, providing specific examples and any relevant evidence.]

I would appreciate your prompt attention to this matter and look forward to your response by [specific timeline, if applicable].

Thank you for your consideration.

Sincerely,  
[Your Name]