

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Name of the Court]  
[Address of the Court]  
[City, State, Zip Code]

Re: Complaint [Your Case Number if applicable]

Dear [Clerk of Court's Name],

I am writing to formally submit a complaint against [Name of Defendant] regarding [briefly state the nature of the complaint].

1. **\*\*Parties Involved\*\***:

- Complainant: [Your Name, Address]
- Defendant: [Defendant's Name, Address]

2. **\*\*Jurisdiction\*\***:

- [Explain why this court has jurisdiction over the case]

3. **\*\*Facts of the Case\*\***:

- [Provide a clear and concise statement of the facts surrounding the case]

4. **\*\*Legal Basis for Complaint\*\***:

- [State the laws that support your claim]

5. **\*\*Relief Requested\*\***:

- [Explain what you are asking the court to do, e.g., compensation, injunction, etc.]

Enclosed are copies of documents supporting my complaint.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]