

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Nature of Complaint]

I am writing to formally express my dissatisfaction with [detail the issue] that I experienced on [date] at [location].

[Explain the situation in detail: what happened, how it affected you, any previous attempts to resolve the issue, etc.]

I believe this situation requires immediate attention because [explain why the issue is significant].

I would appreciate a prompt response to this matter, as well as a resolution that reflects the standards expected from your organization.

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]