

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

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

Dear [Recipient's Name],

Subject: Official Complaint Regarding [Issue/Incident Title]

I am writing to formally express my complaint regarding [briefly describe the issue or incident].

[Provide a detailed explanation of the events leading up to the complaint, including dates, times, and locations, as well as any relevant documents or evidence].

[Explain how the issue has affected you and what resolution you are seeking].

I kindly request [specific action or resolution you would like].

Thank you for your attention to this matter. I look forward to your prompt response to my complaint.

Sincerely,
[Your Name]