

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue or situation] that occurred on [date] at [location or context]. Despite my attempts to [describe any previous communication or action taken], the issue remains unresolved.

[Provide a detailed description of the complaint, including relevant facts, incidents, and any supporting information.]

I believe this matter warrants immediate attention due to [explain the impact of the issue and why it is important].

I kindly request that your office investigate this matter and take appropriate action to address my concerns. I would appreciate a response outlining the steps that will be taken to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]