

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

[Recipient's Name]
[Title/Position]
[Department/Office Name]
[Institution/Organization Name]
[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Subject of Complaint]

I am writing to formally address an issue concerning [briefly describe the issue].

[Explain the details of the complaint, including specific incidents, dates, and any relevant parties involved.]

As a [student/employee/etc.], I believe it is important to bring this matter to your attention in hopes of finding a resolution. [Mention any attempts made to resolve the issue or any relevant policies that support your complaint.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Designation/Title] (if applicable)