

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Postal Service Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding Postal Service

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., delayed delivery, lost mail, poor customer service, etc.]. This incident occurred on [date of the incident], and it has caused significant inconvenience.

[Provide a detailed explanation of the issue, including any relevant tracking numbers, dates, and prior communications with the postal service.]

I kindly request that you look into this matter and provide me with a resolution. Your prompt attention to this issue would be greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]