

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding [Subject of Complaint]

I am writing to formally express my dissatisfaction with [describe the issue briefly]. Despite my attempts to resolve this matter informally, I believe it is necessary to bring it to your attention in writing.

[Provide a detailed description of the issue, including dates, locations, and any relevant information.]

I would appreciate your prompt attention to this matter and look forward to your response. I hope we can resolve this issue amicably and swiftly. Thank you for your attention to this matter.

Sincerely,  
[Your Name]