

# Complaint Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding [briefly describe the issue]. This dispute has arisen from [provide necessary details about the situation, including dates, locations, and parties involved].

Despite my attempts to resolve this matter informally by [mention any prior communication or attempts to solve the issue], I find that the matter remains unresolved and unsatisfactory.

I am therefore requesting that your organization review this issue and provide a resolution. I believe that [insert your expectations or proposed resolution].

Thank you for your attention to this matter. I hope to hear from you soon regarding a resolution.

Sincerely,

[Your Name]