

Complaint Submission Form

Date: **[Insert Date]**

To: **[Team/Organization Name]**

Address: **[Team/Organization Address]**

Dear **[Recipient's Name]**,

I am writing to formally submit a complaint regarding **[briefly describe the issue, e.g., "the recent conduct of the coaching staff during practices."]**

Details of the Complaint

- **Team Name:** **[Insert Team Name]**
- **Date of Incident:** **[Insert Date]**
- **Location:** **[Insert Location]**
- **Description of Issue:** **[Provide a detailed description of the issue.]**

I believe that this issue has negatively impacted **[explain how it has affected you/your child/other team members]**. I respectfully request that the team organization investigate this matter and take appropriate action.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]