

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Ongoing Complaint Submission

Dear [Recipient Name],

I am writing to formally submit an ongoing complaint regarding [briefly describe the issue]. Despite my previous communications, the issue remains unresolved, and I feel it is necessary to bring it to your attention once more.

Details of the complaint:

- **Complaint Reference Number:** [Reference Number]
- **Date of Initial Complaint:** [Date]
- **Description of Issue:** [Detailed description of the issue]
- **Previous Correspondence:** [Summary of previous responses or lack thereof]

I would appreciate your prompt attention to this matter and request an update on the progress of my complaint. I look forward to your response within [specific timeframe, e.g., 14 days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]