

# Letter of Concern

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concerns regarding the resolution of my recent complaint submitted on [insert date of complaint]. Despite my efforts to follow up, I have not received a satisfactory response or resolution to the issue I raised.

The details of my complaint are as follows:

- **Subject:** [Brief description of complaint]
- **Date of Incident:** [Insert date]
- **Reference Number:** [Insert reference number if applicable]

Given the circumstances, I kindly request an update on the status of my complaint and the steps being taken to resolve the issue. I believe it is important for my concerns to be addressed in a timely manner.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]