

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my previous complaint regarding [briefly describe the issue]. I submitted my complaint on [date of original complaint] and have not yet received a response.

I would appreciate an update on the status of my complaint, as this matter is of great concern to me. Please let me know if you require any further information from my side to expedite the processing of my complaint.

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

Sincerely,

[Your Name]