

**Your Name:**

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**Your Address:**

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**Date:**

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**Recipient's Name and Title:**

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**Company/Organization:**

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**Address:**

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**Subject/Reference:**

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

State the purpose of your letter, providing necessary details regarding your grievance.

Explain any relevant background/information regarding your complaint.

Specify any steps you have taken so far to resolve the issue, and your desired outcome or resolution.

Express willingness to discuss the matter further.

**Sincerely,**

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**(Your Signature)**

Your Printed Name

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