From,  
\_\_\_\_\_\_\_\_\_\_ (your name)  
\_\_\_\_\_\_\_\_\_\_ (your address)  
\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

To,  
\_\_\_\_\_\_\_\_\_\_ (name of recipient)  
\_\_\_\_\_\_\_\_\_\_ (recipient’s address)

Subject: Complaint about \_\_\_\_\_

Dear Mr/ Mrs/\_\_\_\_\_\_\_\_\_\_ (recipient’s name),

I work in the capacity of (mention your post/designation)….. in (mention name of organization /company). I have complained on several occasions earlier that ….(briefly explain your grievance ).

Despite reminders ….the problem persists.

I request you to kindly ….(request concerned authority to take suitable action to overcome the above-mentioned crisis/grievance) …. in the future.

Thanking You,

Yours truly,

\_\_\_\_\_\_\_\_\_ (your name)