TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Complaint Letter

Dear **[NAME]**

I regret to state that I’ve had a gym membership card for about **[#]**  years now but unfortunately, I found great trouble with the new instructor the day before yesterday **[DATE]** . I usually have private paid sessions with the instructor from **[TIME]**. For whatever reason, he was having a session with another group during my time.

Sir, I couldn’t have my session and had to go home to meet other pressing engagements. The new instructor didn’t even offer as much as an apology for his conduct.

I believe it is in your best interest to please take strict action regarding the above-mentioned matter.

With thanks,