

Sample Complaint Letter with Signed Affidavit Attached

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name or Department]
[Recipient's Title]
[Organization/Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Formal Complaint with Affidavit Attached

Dear [Recipient's Name/Title],

I am writing to formally submit a complaint regarding [briefly state the issue or concern]. Despite previous efforts to resolve this matter through [mention any attempts, if applicable], the issue has not been addressed to my satisfaction.

The specific details of my complaint are as follows:

- [List the key points and facts of your grievance]
- [Provide relevant dates, names, and circumstances if applicable]
- [Attach supporting documents if needed]

In support of this complaint, I have attached a signed affidavit verifying the accuracy and truthfulness of my statements. I respectfully request that your office review my complaint and take appropriate action to resolve this matter.

Please confirm receipt of this letter and affidavit. I am willing to provide additional information or cooperate as necessary during your investigation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]

Attachment: Affidavit

Affidavit of [Your Full Name]

I, [Your Full Name], of [Your Address], do hereby solemnly affirm and declare as follows:

1. That I am the complainant in the attached letter dated [Date].
2. That the facts stated in the complaint letter are true and correct to the best of my knowledge and belief.
3. That I submit this affidavit in support of my complaint and for the necessary action by [Recipient's Organization/Authority].

[Your Signature]
[Date Signed]

Notary Public/Commissioner of Oaths