Complaint Letter Against a Person

[Your Name] [Address of Company] [City, State, Zip Code]

[Date]

Dear [name of authorities],

It is with great frustration and disappointment that I am writing this letter to file a complaint against [Name]. On [Date], I was travelling on the bus when [Name] pushed past me in order to get off at his stop. In doing so, he knocked into me and caused me to drop my phone, which shattered on the floor. When I confronted him about it, he simply shrugged his shoulders and walked away.

This sort of behaviour is completely unacceptable, and I believe that [Name] should be held accountable for his actions. Not only did he damage my property, but he also caused me to miss my stop and miss an important meeting. I would like to request that [Name] be fined or otherwise punished for his behaviour.

Thank you for your time and attention to this matter.

Sincerely,

[Your name]