

Your Address
Your City, State, Post Code
Telephone number
Email

Date

Name
Street Address
City, State, Post Code

Dear Latrobe Valley Dodgeball Committee

On (Date), I (witnessed/participated in/played) a (name of the person, team) at (location, date and other details of the interaction).

Unfortunately, (this interaction) did not go well (explain how interaction was inadequate) because (state the problem). I am disappointed (explain how do you feel and how have you been affected by the event) because (explain the problem: eg - The player was hit and didn't go out, the umpire was not calling correctly, I was unfairly targeted by another player).

To resolve the problem, I would appreciate your (state the specific action you want— assistance with clarification, mediation, feedback to be provided on the issue and to whom, for information/data retention only). Enclosed is evidence (if applicable - include witnesses and corroborating evidence).

I look forward to your reply and a resolution to my problem. Please contact me by the above details for more information.

Sincerely,

Your name