

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

Customer Service Department  
BP P.L.C.

[Company Address]  
[City, State, Zip Code]

Dear BP Customer Service,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction regarding [brief description of the issue] that I experienced on [date].

Despite my efforts to resolve this matter by [mention any previous communication or actions taken], I find that the issue remains unresolved.

The details of my complaint are as follows:

- **\*\*Nature of the Problem\*\***: [Describe the issue in detail]
- **\*\*Location\*\***: [Specify the location related to the complaint]
- **\*\*Reference/Account Number\*\***: [Include if applicable]

I kindly request your prompt attention to this matter and an appropriate resolution, such as [state what you want - refund, compensation, etc.].

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]