

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Customer Service Department
BP p.l.c.
[BP Corporate Address]
[City, State, Zip Code]
Subject: Formal Complaint Regarding [Brief Description of Issue]
Dear BP Customer Service,
I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] at [location or service station].
[Description of the issue, including any relevant details such as transaction ID, account number, etc.]
I have previously attempted to resolve this matter by [mention any prior communication: phone calls, emails, etc.], but unfortunately, [explain outcomes of those attempts, if applicable].
I believe this issue warrants attention because [explain why the issue is significant, include any impacts, financial loss, inconvenience, etc.].
I would appreciate it if you could look into this matter and provide a resolution. I am hopeful for a prompt response and assistance in resolving this issue satisfactorily.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]