

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

Customer Service Team

BP [Specific Department, if known]

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

Dear BP Customer Service Team,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with the service/product I received on [date of incident] at [location or platform]. My experience has not met the standards I expected from BP.

[Provide a clear and concise description of the issue, including relevant details such as what happened, any specific problems encountered, and any receipts or order numbers if applicable.]

I have attempted to resolve this matter by [mention any previous contact with customer service or actions taken] but unfortunately, the issue remains unresolved.

I kindly request [specific resolution you are seeking, e.g., a refund, replacement, or any corrective action]. I believe this would be a fair resolution given the circumstances.

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

Sincerely,
[Your Name]