

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company Name (BP)]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my concerns regarding [describe the issue you are experiencing with BP, including dates and any relevant details].

[Explain the problem in detail, including any previous communications and responses received from BP, if applicable.]

As a valued customer, I expect a response addressing my complaint and a resolution to this matter promptly.

Thank you for your attention to this issue. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]