

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

Customer Service Department
BP [Relevant Office Address]
[City, State, Zip Code]

Subject: Grievance Regarding [Brief Description of Issue]

Dear Customer Service Team,

I am writing to formally express my grievance regarding [describe the issue briefly].

[Provide a concise description of the events leading to your grievance, including dates and any relevant details.]

I would appreciate your prompt attention to this matter and look forward to a resolution.

Thank you for your assistance.

Sincerely,

[Your Name]