

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

Customer Service Department
BP [Local or Main Office Address]
[City, State, Zip Code]

Dear BP Customer Service Team,
Subject: Complaint Regarding [Specific Issue]

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

[Explain the situation in detail, including any relevant dates, locations, and any communication you've had with BP regarding the issue. Include any reference or account numbers if applicable.]

As a loyal customer, I have always valued the services provided by BP but [explain how this issue has affected you]. I believe it's essential for you to be aware of this matter to prevent it from affecting others in the future.

I would appreciate your prompt attention to this issue and look forward to a resolution. Please feel free to contact me at [your phone number] or [your email address] to discuss this matter further.

Thank you for your attention to this complaint. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Account Number or Reference Number] (if applicable)