

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

Customer Service Department
BP P.L.C.

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

Dear BP Customer Service,

Subject: Formal Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction regarding [specific incident or issue] that occurred on [date].

[Provide detailed description of the incident, including any relevant facts, locations, and how it has affected you.]

Despite my previous attempts to resolve this issue through [any previous communications or actions taken], I have not received a satisfactory response.

I believe that [mention any expectations you had regarding BP's services or products and how they were not met].

I kindly request that you [state your desired outcome, whether it's a refund, compensation, or another resolution].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]