

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

Customer Service Department
BP Energy

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

Dear BP Energy Customer Service,

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my concern regarding [specific issue, e.g., billing discrepancies, service outages, etc.] that I have experienced with your services.

On [date of incident], I [describe what happened, e.g., noticed an incorrect charge on my bill, experienced a service interruption, etc.]. Despite my attempts to resolve this issue by [mention any previous communications or actions taken], I have not received a satisfactory response or resolution.

As a loyal customer, I expect a standard of service that aligns with BP Energy's commitment to customer satisfaction. I would appreciate it if you could investigate this matter further and provide a resolution at your earliest convenience.

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

Sincerely,
[Your Name]