

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

[Recipient's Name]
[BP Customer Service Department]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Briefly State the Issue]

I am writing to formally submit a complaint regarding [describe the issue or incident]. On [date of the incident], I experienced [provide details about the situation, including location, nature of the complaint, and any relevant facts].

Despite my attempts to [describe any previous attempts to resolve the issue, such as contacting customer service], the matter remains unresolved. This situation has caused [explain any inconvenience or impact it has had on you].

I kindly request that you investigate this matter and provide a resolution. Please respond to me at your earliest convenience, as I am eager to resolve this issue.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Account Number, if applicable]