

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

Customer Service

BP Customer Relations

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

Subject: Service Complaint

Dear BP Customer Relations,

I am writing to formally express my dissatisfaction with a recent experience I had at one of your service stations located at

[Location/Address of the Service Station] on [Date of Incident].

During my visit, I encountered [briefly describe the issue, e.g., poor service, issues with fuel quality, cleanliness, etc.]. This was particularly disappointing because I have always chosen BP for its reputation for quality and customer service.

[Provide specific details about the incident, including what happened, any interactions with staff, and the outcome.]

I believe it is important for BP to address this issue to maintain the trust of its customers. I kindly request that you look into this matter and provide a resolution.

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

Sincerely,

[Your Name]