

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[BP Customer Service/Complaints Department]  
[BP Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Resolution Request

I am writing to formally address ongoing issues related to [specific complaint details] that I have previously reported on [dates of prior complaints]. Despite my attempts to resolve this matter, I have yet to receive a satisfactory response or solution.

The specifics of my complaint are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I request your immediate attention to this matter and would appreciate any updates you can provide. Please contact me at your earliest convenience so we can discuss a resolution.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]