

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding BP Services

Dear [Recipient Name],

I am writing to formally file a complaint regarding [briefly state the nature of the issue, e.g., "poor service," "billing discrepancies," etc.] related to my account [account number or other identifier] with [BP or specific branch name] on [date of incident].

[Describe the details of the incident, including what happened, any relevant dates, and how it has affected you.]

I have attempted to resolve this issue by [mention any previous attempts to resolve, such as calling customer service, visiting a branch, etc.], but unfortunately, [explain the outcome or lack of satisfactory resolution].

I kindly request that [state your desired resolution or action, e.g., "a prompt investigation into this matter," "a correction in billing," etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]