

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

[Recipient Name]
[BP Customer Service]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Complaint Regarding BP Services

I am writing to formally express my dissatisfaction with the services I recently received from BP on [specific date].

Firstly, I would like to outline the details of my experience:

- ****Service Location:**** [Name of BP station or service center]
- ****Date and Time of Service:**** [Date and time]
- ****Nature of the Issue:**** [Briefly describe the issue, e.g., poor customer service, an unresolved issue with fuel quality, a billing error, etc.]

Despite my expectations of high-quality service from BP, I encountered the following issues:

1. ****Issue 1:**** [Describe the first issue in detail]
2. ****Issue 2:**** [Describe any additional issues if applicable]

I believe these issues reflect poorly on the level of service I expected as a valued customer. Additionally, I have attempted to resolve this matter by [explain any previous attempts to address the issue, e.g., contacting customer service, visiting the location, etc.], but unfortunately, my efforts have not led to a satisfactory resolution. I kindly request that you address my concerns promptly. I look forward to your response regarding the steps that will be taken to rectify this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]