

****BXP Complaint Resolution Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Resolution - [Brief Description of Issue]

I am writing to formally address a concern I experienced regarding [specific issue] on [date of incident]. Despite previous attempts to resolve this matter informally, I feel it is necessary to escalate my complaint.

The details of the incident are as follows:

- ****Date of Incident****: [Date]

- ****Location****: [Location, if applicable]

- ****Description of Issue****: [Provide a clear and concise description of the issue, including any relevant facts]

I have already reached out on [mention any previous communication attempts, e.g., phone call, email], but unfortunately, the issue remains unresolved.

To resolve this matter, I would like to request [specific resolution you are seeking, e.g., refund, replacement, service adjustment]. I believe this action would be fair and appropriate given the circumstances.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for addressing this issue.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company Name, if applicable]

****Enclosures****: [List any documents you are including, if any]