

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

Customer Service Manager

[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Resolution Request

Dear Customer Service Manager,

I hope this letter finds you well. I am writing to formally address a complaint I encountered regarding [brief description of the issue, e.g., a product/service purchased, order number, date of transaction].

The issue arose on [specific date], when [detailed explanation of the problem, including any relevant information]. Despite my attempts to resolve this matter by [mention any previous communication or actions taken, e.g., calling customer service, emailing], I have not received a satisfactory resolution.

I believe this matter warrants immediate attention because [explain the impact of the issue, any inconvenience caused, etc.]. As a loyal customer, I value my relationship with [Company Name] and would appreciate your assistance in resolving this issue promptly.

I kindly request that you [state your desired outcome, e.g., a refund, replacement, service re-evaluation, etc.]. Please let me know if any further information is required to expedite the resolution process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]