

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

Customer Service Department

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

Dear Customer Service Manager,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [briefly describe the issue, e.g., a recent purchase, service experience, etc.].

On [date of incident], I [describe what happened, including relevant details such as the product/service purchased, order number, etc.].

Unfortunately, [explain the problem and how it affected you].

Despite my attempts to resolve this issue by [mention any previous communication you had with customer service, if applicable], I have not received a satisfactory response.

I kindly request that you [state your desired resolution, e.g., a refund, replacement, etc.]. I believe this request is reasonable given the circumstances.

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

Sincerely,
[Your Name]