

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

Dear [Customer Service Manager/Specific Name],

I am writing to formally express my dissatisfaction with a recent experience I had with [Company Name] on [specific date].

The issue I encountered was [briefly describe the issue, including any relevant details such as order number, product/service details, etc.].

Despite my attempts to resolve this matter by [describe any actions taken, e.g., contacting customer service, visiting a store, etc.], I have not received a satisfactory resolution.

I believe that as a valued customer, I deserve [state your expectations, such as a refund, exchange, improved service, etc.]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,  
[Your Name]