

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

Customer Service Department  
DXC Technology  
[Company Address]  
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Complaint Regarding [specific issue or service]

I am writing to formally express my dissatisfaction with the service I received from DXC Technology on [date of interaction]. My experience did not meet the standards I expected based on your company's reputation. [Describe the issue in detail, including what happened, any relevant account or reference numbers, and the impact it had on you]

I have attempted to resolve this issue by [mention any previous communication or attempts to address the issue]. However, I have not received a satisfactory resolution.

I kindly request that you address this matter promptly and provide a resolution by [specific date]. I appreciate your attention to this issue and look forward to your timely response.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]