

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

Dear Customer Service Team,

Subject: Reporting a Customer Service Issue

I hope this message finds you well. I am writing to bring to your attention an issue I experienced with your customer service on [specific date].

[Provide a brief description of the issue, including relevant details such as the location, time, and names of any employees involved.]

Despite my efforts to resolve this matter through [mention any steps taken, such as phone calls, emails, or in-person visits], I have been unable to achieve a satisfactory resolution.

I believe this issue deserves your attention, and I would appreciate your assistance in resolving it. My request is [clearly state what you would like the company to do, e.g., a refund, a replacement, an explanation]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]