

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

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

Dear [Customer Service Manager/Specific Name],

Subject: Customer Complaint Regarding [Issue]

I am writing to formally submit a complaint regarding [briefly describe the issue].

On [date of incident], I [describe what happened, including relevant details]. This has caused [explain the impact it had on you, if applicable].

I have previously attempted to resolve this issue by [mention any previous communication or steps taken]. Unfortunately, [describe the outcome of those attempts].

I would appreciate it if you could [state what you would like the company to do, such as providing a refund, replacement, etc.].

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)]