

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

Federal Communications Commission
Consumer Complaint Division
445 12th Street SW
Washington, DC 20554

Subject: Formal Complaint Regarding [Service Provider Name] Service Issues

Dear Sir/Madam,

I am writing to formally lodge a complaint against [Service Provider Name] regarding their service quality. My account number is [Account Number].

I have experienced the following issues:

1. [Describe the first issue, including specific dates and details]
2. [Describe the second issue, if applicable]
3. [Describe any additional issues you have faced]

I have attempted to resolve these matters by [mention any steps you've taken, such as calling customer service, contacting support, etc.], but have not received adequate assistance or resolution.

Due to these ongoing problems, I am requesting that the FCC intervene to address my concerns and help ensure that [Service Provider Name] provides the reliable service that is mandated.

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)]