

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that I encountered with [product/service] provided by FCS on [date of occurrence].

[Briefly explain the issue, including any relevant details such as order numbers, previous communications, and any other pertinent information.]

Despite my efforts to resolve the matter through [mention any prior steps taken, such as contacting customer service], I have not received a satisfactory response/solution.

I kindly request that [state your desired resolution], and I hope to resolve this issue promptly.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]