

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

Customer Service Department
GVSW

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

Subject: Complaint Regarding [Brief Description of Issue]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with [specific issue or situation] that I experienced on [date of incident]. Despite my expectations for quality service from GVSW, my recent experience has left me disappointed.

[Provide detailed description of the issue, including relevant facts, dates, and any previous correspondence related to the complaint.]

I kindly request that you address this issue promptly. I believe that a suitable resolution would be [suggest what you would consider a fair resolution].

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

Sincerely,
[Your Name]