

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[IT Support Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear IT Support Team,

Subject: Complaint Regarding IT Support Services

I am writing to formally express my dissatisfaction with the IT support services I have received recently. On [specific date], I encountered a [brief description of the issue], and despite reaching out for assistance [number of times, if applicable], my issue remains unresolved.

The lack of timely responses and effective solutions has caused significant disruptions to my work. I expected a high level of support as promised, and unfortunately, that has not been my experience.

I kindly request your immediate attention to this matter and an escalation of the issue to ensure swift resolution.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title, if applicable]