

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

Customer Service

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

Dear Customer Service,

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction with [describe the product/service, e.g., "the recent purchase of XYZ product"]. On [date of incident], I [provide details of the issue, e.g., "encountered a problem when..."].

Despite my efforts to resolve this issue by [explain any previous attempts to resolve the issue], I have not received a satisfactory response. [Describe how this has affected you or your situation]. I request that you [state what you would like the company to do, e.g., "provide a replacement," "issue a refund," etc.]. I believe this is a fair resolution given the circumstances.

I look forward to your prompt response to this matter. Thank you for addressing my concerns.

Sincerely,
[Your Name]