

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

Customer Service

Kelley Blue Book

[Company Address]

[City, State, Zip Code]

Dear Kelley Blue Book Customer Service,

I am writing to express my concern regarding a recent experience I had with your services. On [date of incident], I [describe the nature of your complaint, including relevant details such as the vehicle involved, pricing issues, or service quality].

Despite my attempts to resolve this matter directly, I have not received a satisfactory response. I believe that my situation warrants further attention, and I would appreciate your assistance in rectifying this issue as soon as possible.

Attached are copies of any relevant documents, including [list any attached documents such as receipts, correspondence, etc.], to support my complaint.

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

Sincerely,

[Your Name]