

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

Customer Service  
KBS

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

Dear KBS Customer Service,

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date] from [store/website name]. My order number is [order number].

[Clearly explain the issue you encountered, including any relevant details such as dates, locations, events, and the impact it had on you. Mention any previous correspondence or attempts to resolve the issue, if applicable.]

I expected better quality/service based on your company's reputation, and I am disappointed that my experience did not meet those standards.

I would appreciate your immediate attention to this matter and a prompt resolution, which may include [possible solutions you are seeking, such as a refund, replacement, or repair].

Thank you for addressing my concerns. I look forward to your reply.

Sincerely,  
[Your Name]