

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

Customer Service Department  
KBR, Inc.

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

Dear KBR Customer Service,

Subject: Formal Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue briefly, e.g., "the quality of service received during my recent project"].

On [date of the incident], I [explain what happened, providing details such as location, people involved, and any relevant circumstances].

Despite my attempts to resolve this issue by [mention any prior communication], I have not received a satisfactory response.

I expected [state your expectations or what was promised], but unfortunately, my experience has been quite the opposite. This has caused [explain any consequences, such as inconvenience, financial loss, etc.]. I kindly request that you address this matter by [state your desired resolution, e.g., "issuing a refund," "providing a service rectification," etc.].

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

Sincerely,

[Your Name]  
[Your Title/Position, if relevant]