

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

KQRS Customer Service

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

Dear KQRS Customer Service Team,

Subject: Complaint Resolution Request

I hope this message finds you well. I am writing to formally address a concern regarding my recent experience with KQRS.

[Describe the issue or complaint briefly, including relevant dates, times, and any specific details related to your experience.]

I believe this matter is significant and hope to reach a satisfactory resolution. I kindly request [explain what resolution you are seeking, e.g., a refund, an apology, or another form of compensation].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,
[Your Name]