

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

Customer Service Department
Kwik Trip, Inc.

[Kwik Trip Address]
[City, State, Zip Code]

Dear Kwik Trip Customer Service,

Subject: Customer Complaint Regarding [Brief Description of Issue]

I am writing to formally express my concerns regarding an experience I had at your [specific location] on [date]. The issue I encountered was [detailed description of the complaint, including any relevant details such as time, employees involved, and specific incidents].

Despite my expectations for quality service from Kwik Trip, I was disappointed by [explain the impact of the issue on your experience]. I believe it is important for businesses to address customer feedback, and I would appreciate any actions taken to resolve this matter or prevent similar occurrences in the future. Attached are any relevant receipts or documentation regarding my visit.

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

Sincerely,
[Your Name]