

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

Customer Service

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

Dear Customer Service,

I am writing to formally express my dissatisfaction regarding [briefly describe the issue, e.g., a product, service, or experience]. This issue occurred on [mention date] and has led to [describe the impact, e.g., inconvenience, financial loss].

[Explain the details of the complaint, including any relevant order numbers, dates, and communication with customer service representatives. Be concise and factual.]

I believe it is important for [Company Name] to address this matter promptly. I would appreciate it if you could [suggest a resolution, e.g., refund, replacement, apology].

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

Sincerely,
[Your Name]