

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

Customer Service

LXIX

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with [describe the product/service] that I purchased on [purchase date]. Unfortunately, my experience has not met the expectations set by your company.

[Explain the issue in detail, including any relevant order numbers or dates. Be specific about what went wrong.]

I have attempted to resolve this matter by [outline any previous communication or attempts to resolve the issue]. However, I have not yet received a satisfactory response.

I would appreciate it if you could [suggest a resolution, e.g., a refund, replacement, repair, etc.]. I believe this is a fair request given the circumstances.

Thank you for addressing this issue promptly. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]