

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

[Customer Service Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Complaint Resolution Request - [Order/Account Number]

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to formally address an issue I encountered regarding [brief description of the issue].

On [date of the incident], I [describe the situation, including any relevant details such as order number, service location, etc.]. Despite my attempts to resolve this matter through [previous communication actions taken, e.g., emails, phone calls], I have not received a satisfactory resolution.

I would like to kindly request your assistance in resolving this issue. Specifically, I am seeking [state what resolution you are looking for, e.g., a refund, replacement, service correction]. I believe this will not only address my concern but also maintain my confidence in your company. I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you need any additional information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]