

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

Customer Service Department
NWI Times

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

Dear Customer Service Manager,
Subject: Complaint Regarding [Specify Issue]

I am writing to formally express my dissatisfaction with [describe the issue] that I encountered on [date]. Despite my efforts to resolve this matter through [previous attempts, e.g., phone calls, emails], I have not received a satisfactory response.

[Provide detailed information about the issue, including any relevant facts, dates, and impact on you.]

I believe that [NWI Times/Company Name] should take responsibility for this situation and would appreciate your prompt attention to this matter. I would like to request [state the resolution you seek, e.g., refund, correction of service].

Thank you for your time and consideration. I hope to see a timely resolution to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]