

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

Customer Service Department

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with a recent experience I had with [product/service]. On [date of purchase/service], I [describe the issue briefly, e.g., purchased an item, utilized a service].

Unfortunately, [explain the specific issue in detail, including any relevant order numbers, transactions, or communication with customer service]. Despite my attempts to resolve this issue by [mention any actions taken, such as contacting support, returning the product, etc.], I have yet to receive a satisfactory response or resolution.

I expect a prompt resolution to this matter. Please let me know how you plan to address my concerns and restore my faith in your company. I look forward to hearing from you within [specific time frame you desire for a response].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]