

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

Customer Service Department
[Oil and Gas Provider Name]
[Provider Address]
[City, State, Zip Code]

Dear Customer Service,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the issue, e.g., "the recent service disruption," "billing discrepancies," or "fuel quality problems"]. This has caused significant inconvenience and concern.

[Include details of the issue, such as dates, locations, and any previous communications made]. For example, on [specific date], I experienced [explain the incident or problem in detail], which has resulted in [explain any consequences that occurred due to this issue].

I have attempted to resolve this issue by [mention any steps taken, such as contacting support or trying to fix the problem], but unfortunately, I have not received a satisfactory resolution.

I kindly request that you look into this matter promptly and provide me with a response by [insert a specific date, if applicable]. I believe that a commitment to addressing customer concerns is vital for your company's reputation.

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

Sincerely,

[Your Name]

[Your Account Number, if applicable]