

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

Customer Service

Outlook

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with [specific issue, e.g., "the recent changes made to the Outlook interface"]. Despite my attempts to adapt, I have encountered several [issues, e.g., "technical glitches and usability challenges"] that have affected my productivity. [Describe the specific problems you have faced, e.g., "For instance, the new layout is not intuitive, and it takes me significantly more time to navigate through my emails."] This has resulted in [mention any impact, e.g., "missed deadlines and increased frustration"].

I believe that addressing these concerns is crucial for many users who rely on Outlook for their daily operations. I kindly request that you consider reverting to the previous interface or at least provide an option for users to choose their preferred layout.

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

Sincerely,

[Your Name]