

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

Customer Service Department

QKA

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

Dear Customer Service Team,

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date]. [Provide a brief description of the incident, including any relevant details].

Despite my efforts to resolve this matter by [mention any steps you took, such as contacting support or visiting a store], the issue remains unresolved.

I request that you take appropriate action to address my concerns. I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]