

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

Dear [Recipient's Name or "Customer Support Team"],

Subject: Complaint Regarding Support Services

I am writing to formally express my dissatisfaction with the support services I have received from [Company Name] on [specific date(s)].

Despite my attempts to resolve the issue regarding [briefly describe the issue], I have encountered several challenges including [list specific problems, e.g., long wait times, unhelpful responses, lack of follow-up].

As a valued customer, I expected a higher level of service and support. I believe that this situation requires immediate attention and resolution.

I would appreciate a prompt response regarding this matter, including any steps that can be taken to rectify the situation. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Account Number or Reference Number, if applicable]