

[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,

Subject: Complaint Regarding Service Support

I am writing to formally express my dissatisfaction with the service support I have received from your company on [insert date]. Despite my attempts to resolve the issue regarding [briefly describe the issue], I have not received a satisfactory response or solution.

[Provide details of your complaint, including any relevant account or order numbers, dates of prior communications, and the names of any representatives you have spoken with.]

I believe that I deserve a prompt resolution to this matter, and I am kindly requesting that you address my complaint as soon as possible. I look forward to your expedited response to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Account/Order Number] (if applicable)