

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

Customer Service

Szcz Company

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

Dear Customer Service,

I am writing to formally express my dissatisfaction with [specific issue] that I experienced on [date of incident]. [Detail the issue, including any relevant circumstances and the impact it had on you.]

Despite my attempts to resolve this matter by [mention any previous communication or attempts made], I have not received a satisfactory response.

I kindly request that you [state your desired resolution, e.g., refund, replacement, etc.]. I believe this solution is fair and reasonable given the circumstances.

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

Sincerely,

[Your Name]