

[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,

I am writing to formally express my dissatisfaction with [briefly describe the issue]. I purchased [product/service] on [date of purchase], and unfortunately, [explain the specific problem you encountered]. I expected [mention your expectations], but instead, I experienced [describe the experience]. This has caused me [explain any inconvenience, frustration, or additional costs incurred].

I would appreciate it if you could [state the resolution you seek--refund, replacement, etc.]. I believe this is a reasonable request considering [mention any warranty, policy, or relevant detail that supports your case].

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

Sincerely,
[Your Name]