

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

Customer Service

TTT Company

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

Dear Customer Service Team,

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue] related to my recent experience with TTT. On [date], I [describe the incident, product, or service issue] and was disappointed with [specific details about the complaint].

Despite my attempts to [mention any previous communication or resolution attempts], the issue remains unresolved. I believe it is important to address this matter promptly to maintain customer satisfaction and trust. I would appreciate your attention to this complaint and request [state your desired resolution, e.g., a replacement, refund, or any specific action]. Please contact me at your earliest convenience to discuss this further.

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

Sincerely,

[Your Name]