

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

Customer Service
VyStar Credit Union
[VyStar Address]

[City, State, ZIP Code]

Dear VyStar Customer Service,

Subject: Complaint Regarding [Specific Service]

I am writing to formally express my dissatisfaction with [describe the specific service or issue]. On [date of incident], I [describe the experience, including any relevant details such as account numbers, interactions with staff, etc.].

Despite my efforts to resolve this issue by [mention any steps you have taken, such as calling customer support, visiting a branch, etc.], I have not received a satisfactory response. This has caused [explain any inconvenience or hardship caused by the situation].

I would appreciate your prompt attention to this matter and look forward to a resolution that may include [mention desired outcome, such as a refund, correction of service, etc.].

Thank you for your attention to this issue. I can be reached at [your phone number] or [your email address] for further discussion.

Sincerely,

[Your Name]

[Your Account Number, if applicable]