

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

Customer Service  
Verizon Communications  
[Company Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding [Brief Description of Issue]

Dear Verizon Customer Service,

I am writing to formally lodge a complaint regarding [specific issue] that I have experienced with my Verizon service. My account number is [your account number], and the issue has persisted since [date or duration].

[Provide a detailed description of the problem, including any relevant dates, times, and interactions with customer service representatives.]

I have attempted to resolve this issue by [list any previous attempts to resolve the matter], but unfortunately, [briefly explain why the previous attempts did not resolve the issue].

I would appreciate your prompt attention to this matter and look forward to a resolution. Thank you for your cooperation.

Sincerely,  
[Your Name]