

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

Customer Service

Verizon Wireless

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

Subject: Complaint Regarding [Issue Description]

Dear Verizon Wireless Customer Service,

I am writing to formally express my dissatisfaction with [describe the issue clearly, e.g., service quality, billing error, customer service experience] that I have encountered as a Verizon Wireless customer.

On [date of occurrence], [describe the incident or issue in detail].

Despite my efforts to resolve this matter by [mention any attempts you made, such as calling customer service, visiting a store, etc.], I have not received an adequate resolution.

I expect [state what you would like to see happen, e.g., a refund, an explanation, service improvement, etc.].

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

Sincerely,  
[Your Name]