

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

Customer Service

Verizon Wireless

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

Subject: Formal Complaint Regarding [Brief Description of Issue]

Dear Customer Service,

I am writing to formally express my dissatisfaction with [specific issue - e.g., a service issue, billing error, customer service experience] that I have experienced with Verizon Wireless.

[Describe the issue in detail, including dates, accounts, and any previous communications you have had regarding this matter. Be concise but thorough.]

Despite my previous attempts to resolve this issue by [mention any relevant actions taken, e.g., calling customer service, visiting a store], I have not received a satisfactory response, which has led to my frustration.

I kindly request that this matter be addressed promptly. I am hopeful that you will take my complaint seriously and provide a resolution.

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

Sincerely,

[Your Name]

[Your Account Number, if applicable]