

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

Customer Service

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

Dear Customer Service,

I am writing to formally express my dissatisfaction regarding [briefly describe the issue or problem, e.g., product/service quality, customer service experience, etc.].

Details of the issue:

- [Provide a brief description of the issue, including what happened, when it happened, and any relevant order numbers or account details.]
- [Mention any attempts made to resolve the issue, such as previous communications with customer service.]

I believe this issue warrants immediate attention as [explain why the issue is important to you, e.g., it affects your satisfaction, safety, etc.].

I would appreciate it if you could [state your desired resolution, e.g., refund, replacement, clarification].

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

Sincerely,
[Your Name]