

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

Customer Service  
WPS Office Software  
[Company Address]  
[City, State, Zip Code]

Dear WPS Office Customer Service,

I am writing to formally express my dissatisfaction with [specific issue or product name] that I recently encountered while using your software. On [date of occurrence], I experienced [describe the issue in detail]. This has not only caused me [explain impact, e.g., productivity loss, frustration] but has also undermined my confidence in the software I have relied on.

I have attempted to resolve this issue by [mention any steps taken, e.g., troubleshooting, contacting support], but unfortunately, the problem persists.

I kindly request your prompt assistance in addressing this issue. [You may also suggest a solution or express what resolution you seek].

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

Sincerely,  
[Your Name]