

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

Customer Service Department

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with [describe the issue or product/service] that I experienced on [date of the incident]. Despite my previous attempts to resolve this matter through [mention any previous contact methods, e.g., phone calls, emails], I have not received a satisfactory response. The [explain the issue in detail, including any order numbers, account numbers, or relevant information] has caused me [mention any inconveniences/financial impact].

I expect a prompt resolution to this matter, such as [suggest a desired outcome, e.g., a refund, replacement, etc.]. I trust that your company values customer satisfaction and will address this issue accordingly. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]