

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

Customer Service Department  
WZLX

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

Dear WZLX Customer Service,  
Subject: Formal Complaint

I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date]. Despite my efforts to resolve the matter via [previous communication methods], I have not received a satisfactory response.

Details of the complaint:

- Description of the issue: [Briefly describe the problem]
- Reference number (if applicable): [Reference number]
- Any pertinent details: [Additional information]

I would appreciate it if you could [state what resolution you seek].

Thank you for your attention to this matter. I hope to receive a prompt response.

Sincerely,  
[Your Name]