

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

Customer Service Department
WXYZ Company
[Company Address]
[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., the service/product I received].

On [date], I [describe what happened, including any relevant details such as order number, transaction details, etc.]. Unfortunately, [explain the problem clearly and concisely].

I have attempted to resolve this issue by [mention any steps you've taken, like contacting customer service or returning a product], but I have not received a satisfactory resolution.

I would appreciate your immediate attention to this matter. I expect [state your desired outcome, e.g., a refund, replacement, or other solution].

Thank you for your prompt attention to this issue. I look forward to your reply.

Sincerely,
[Your Name]