

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

Customer Service

WXPN

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

Dear WXPN Customer Service,  
Subject: Complaint Regarding [Issue]

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., a recent experience, service disruption, billing problem].

On [date of incident], I [describe what happened, including any relevant details, such as time, location, and individuals involved].

Unfortunately, this has led to [explain the impact of the issue on you, e.g., inconvenience, financial loss, dissatisfaction].

Despite my efforts to resolve this matter by [mention any previous communications or attempts to remedy the situation], I have not received a satisfactory response or solution.

I kindly request that you [state what resolution you are seeking, e.g., a refund, a service correction, acknowledgment].

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

Sincerely,

[Your Name]  
[Your WXPN Membership Number, if applicable]