

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

Customer Service Department
KTTC

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

Dear KTTC Customer Service,

Subject: Complaint Regarding [Brief Description of Complaint]

I am writing to formally lodge a complaint regarding [specific issue or service].

On [date of the incident], I experienced [detailed description of the issue, including any relevant facts, events, and people involved].

Despite my attempts to resolve this matter by [explain any previous communication or attempts to resolve the issue], I have not received a satisfactory response.

I request that you [state the outcome you desire, e.g., a refund, a service correction, etc.].

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)]