

[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,

Subject: Complaint Regarding XDIAG Service

I am writing to formally express my dissatisfaction with the service I received from XDIAG on [date of service]. Despite my expectations for a smooth experience, I encountered several issues that have compelled me to lodge this complaint.

[Describe the specific issue in detail, including any relevant dates, times, and individuals involved. Be concise but clear about the problems faced.]

I have attempted to resolve this problem by [mention any previous communication attempts, such as phone calls, emails, etc.], but unfortunately, I have not received a satisfactory response or resolution. As a loyal customer, I believe it is important to bring these matters to your attention. I expect a prompt acknowledgment of this letter and a resolution to the issues raised. I hope to hear from you soon regarding how we can address these concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]