

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

Customer Service
Xerox Corporation
[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding [Specific Issue]

Dear Xerox Customer Service,

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., a malfunctioning printer, poor service, etc.]. I purchased [Product Model/Service] on [Purchase Date], and since then I have encountered several problems, including [list specific issues]. Despite following the troubleshooting steps provided in your manual and reaching out to customer support on [dates of contact], I have not received a satisfactory resolution. [Describe any further attempts to resolve the issue and the responses received.]

I would appreciate your immediate attention to this matter and request [specific resolution you are seeking, e.g., replacement of the product, refund, etc.]. Please find attached copies of relevant documents, including [warranties, receipts, and previous correspondence].

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

Sincerely,
[Your Name]