

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

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

Dear Customer Service Team,

I am writing to formally lodge a complaint regarding [specific issue with your product/service] that I experienced on [date].

[Describe the issue in detail, including any relevant order numbers or accounts.]

Despite my attempts to resolve this issue by [mention any steps taken, e.g., contacting support, returning a product, etc.], I have not received a satisfactory response or solution.

I would appreciate your prompt attention to this matter and look forward to your reply. Please contact me at your earliest convenience to discuss how we can resolve this issue.

Thank you for addressing my concern.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]