

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

Customer Service

XKW Company

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

Dear Customer Service Team,

Subject: Complaint Regarding [Briefly State the Issue]

I am writing to formally express my dissatisfaction with [describe the product/service] that I purchased on [purchase date]. The issue has caused [explain impact].

Despite my efforts to resolve this issue by [mention any previous attempts to contact or resolve the issue], I have not received a satisfactory response.

I believe that my concerns warrant your attention and resolution. I would appreciate a prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]