

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

Customer Service Department
XQZ Company
[Company Address]
[City, State, ZIP Code]

Dear Customer Service Team,
Subject: Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or product] that I experienced on [date].

[Briefly explain the issue, including any relevant details such as order number, product name, or service received.]

Despite my attempts to resolve this matter by [mention any previous communication, such as phone calls or emails], I have not received a satisfactory response.

I kindly request that this issue be addressed promptly. [State your desired resolution, whether it be a refund, replacement, or another solution.]

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

Sincerely,
[Your Name]