

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

Customer Service

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

Dear Customer Service Team,

I hope this message finds you well.

I am writing to express my concern regarding [briefly state the issue or request]. My order number is [order number], placed on [date of order].

[Provide a detailed description of the issue, any previous correspondence, and what resolution you are seeking.]

I would appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,  
[Your Name]