

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

Customer Service

KXLY

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

Dear KXLY Customer Service,

Subject: Complaint Regarding [Briefly Describe the Issue]

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [describe the issue in detail, including relevant dates, times, and any previous correspondence related to the issue].

[Provide specific details of your experience and the impact it had on you.]

I believe this matter requires urgent attention and would appreciate your prompt response to resolve this issue. I have always appreciated KXLY's [mention any positive experiences or qualities], and I hope to see this situation rectified.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]