

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

Customer Service

Xtreme

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

Dear Xtreme Customer Service,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the product/service and the specific issue]. I purchased this product/service on [purchase date] and expected it to [explain what you expected].

However, I encountered the following problems: [list the issues clearly].

I have attempted to resolve this issue by [describe any prior attempts to resolve the issue, such as contacting customer support, returning the product, etc.]. Unfortunately, [explain the outcome of those attempts].

I believe that my concerns warrant your attention. I kindly request [state what you would like the company to do, such as a refund, replacement, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]