

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

Customer Service Department  
Xterm

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

Subject: Complaint Regarding [Specific Issue]

Dear Customer Service,

I am writing to formally express my dissatisfaction with [specific issue or product/service] that I experienced on [date].

[Explain the issue briefly, including what happened and any relevant details.]

Despite my attempts to resolve this matter by [mention any previous correspondence or actions taken], I have not received a satisfactory response.

I would appreciate your prompt attention to this issue and look forward to a resolution. Please contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]