

[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,

Subject: Formal Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction with [describe the product/service/issue briefly] that I encountered on [date of incident].

[Provide a detailed description of the issue, including what you expected, what actually happened, and any relevant details].

Despite my attempts to resolve this issue by [mention any previous communication or steps taken], I have not received a satisfactory response or solution.

I kindly request that you [state your desired outcome, e.g., a refund, replacement, etc.]. I hope to resolve this matter amicably and expect a response within [state a reasonable time frame].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]