

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

Customer Service Department
YLU

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

Dear YLU Customer Service,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [specific product/service] I purchased on [purchase date] from [where you made the purchase]. [Provide details of the issue, including what went wrong and any relevant order numbers or account details.]

Despite my attempts to resolve this issue through [mention any previous communication, e.g., customer service calls, emails], I have not received a satisfactory response. My expectation was to receive [expected outcome] but instead, I encountered [describe the negative experience].

I kindly ask that you [state what you seek as resolution, e.g., a refund, replacement, etc.]. Please contact me at your earliest convenience to discuss this matter further. I have attached copies of [any supporting documents, e.g., receipts, prior correspondence].

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

Sincerely,
[Your Name]