

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

Customer Service

Yves [Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the product/service] that I purchased on [purchase date] from [store/website]. Unfortunately, [explain the issue in detail, including any relevant order numbers or account information].

Despite my efforts to [actions taken to resolve the issue], I have not received a satisfactory resolution. I believe that as a valued customer, I deserve [state your expectations for resolution, e.g., a refund, replacement, etc.].

I have attached copies of [any relevant documents, receipts, photos, etc.] for your review. I hope we can resolve this matter quickly.

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

Sincerely,

[Your Name]