

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

Customer Service Department

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

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

Dear [Customer Service Manager's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally express my dissatisfaction with [specific issue, product, or service] that I experienced on [date].

[Describe the issue in detail, including any relevant information such as order number, transaction ID, or previous correspondence.]

Despite my attempts to resolve this matter through [mention any steps you've taken, such as calling customer service or emailing], I have not received satisfactory assistance or resolution.

I kindly request that you look into this matter and provide a solution by [state a reasonable deadline or timeframe]. I believe this is a fair request given the circumstances.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]