

[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: Complaint Regarding [Brief Description of the Issue]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally lodge a complaint regarding [specific issue or problem] that I encountered on [date of incident].

[Describe the issue in detail, including any relevant information such as order number, account details, and actions taken so far].

I have attempted to resolve this matter by [mention any previous attempts, such as contacting customer service, and their responses].

Unfortunately, [briefly explain the outcome of those attempts].

I would like to request [specific resolution you are seeking, such as a refund, replacement, or service correction].

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

Sincerely,
[Your Name]