

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

Customer Service

YXL

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

Dear Customer Service Team,

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

I am writing to formally express my dissatisfaction with [describe the issue briefly] that I recently experienced with YXL on [date of the experience].

[Provide a detailed description of the issue, including any relevant order numbers, dates, and specific problems encountered.]

Despite my attempts to resolve this matter through [mention any prior communication or steps taken, e.g., calling customer service, sending an email], I have not received a satisfactory response.

I would appreciate it if you could look into this issue promptly. I expect a resolution that addresses my concerns, as I have always valued YXL as a company until this incident.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]