

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

Customer Service Department
[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 [specific issue, e.g., a product or service] that I purchased from [purchase location] on [purchase date]. Despite my expectations, [briefly describe your experience and what went wrong].

On [specific date], I [describe an incident related to the complaint, e.g., tried to use the product or contacted customer service].

Unfortunately, [detailed description of the issue, including any relevant facts or previous communications].

I kindly request that you [specific resolution you are seeking, e.g., a refund, replacement, etc.]. Attached are [mention any documents included, e.g., receipts, photos, emails] to support my complaint.

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

Sincerely,
[Your Name]