

[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 [Issue/Service/Product]

Dear [Recipient's Name or "Customer Service Team"],

I am writing to formally express my dissatisfaction with [briefly describe the issue/service/product, including relevant details such as dates, order numbers, etc.].

Despite my attempts to resolve this matter through [mention any prior communication, e.g., emails, phone calls], I have not received a satisfactory response.

[Explain the problem in more detail, including any inconvenience caused and your expectations.]

I request that you address this issue promptly and inform me of the steps that will be taken to resolve it. My expectation is [state what you would like as a resolution].

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

Sincerely,

[Your Name]