

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

Customer Service Department
ZXC Company
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction with [describe the product/service or situation] that I purchased on [purchase date] from [location or website].

[Explain the details of your complaint, including what went wrong, how it affected you, and any relevant order numbers or receipts.]

I expected [mention your expectations] and was disappointed to find [describe the issue]. I have attempted to resolve this issue by [mention any previous communication or attempts to solve the problem].

Given the circumstances, I kindly request [state your desired outcome, whether it be a refund, replacement, or other resolution].

Thank you for addressing my concern promptly. I look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]