

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

Customer Service Department

Zxmany

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

Subject: Complaint Regarding [specific issue]

Dear Customer Service,

I am writing to formally express my dissatisfaction regarding [describe the issue briefly, e.g., a defective product, poor service, etc.].

On [date of purchase or service], I [describe your experience, including what went wrong, any relevant details, and steps you've already taken to resolve the issue].

I expected a resolution to this matter, and I believe it is only fair to [state your desired resolution, e.g., refund, replacement, apology].

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,
[Your Name]