

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

Customer Service Department
QNAP Systems, Inc.
[QNAP Address]

[City, State, Zip Code]

Subject: Complaint Regarding Service

Dear QNAP Customer Service,

I am writing to formally express my dissatisfaction with the service I received on [specific date] regarding [brief description of issue]. Despite my expectations for quality service, I encountered [describe the specific problem or experience].

To provide you with more details:

- Order/Service Reference Number: [insert number]
- Date of Service: [insert date]
- Issue Description: [insert detailed description]

I have attempted to resolve this issue through [mention any steps you took, e.g., calling customer support, emailing, etc.], but unfortunately, [explain the outcome].

I believe that this matter requires your urgent attention, and I would appreciate a prompt resolution. Please let me know how you plan to address my concerns.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]