

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

Customer Service

UQ Holder

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

Dear Customer Service Team,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the specific issue or service, e.g., delay in payment, customer service experience, etc.] that I experienced on [date].

Despite my attempts to [explain any attempts you made to resolve the issue], the problem remains unresolved. As a loyal customer, I expected a higher standard of service from UQ Holder.

I would appreciate your prompt attention to this matter. I look forward to your response and a resolution to my issue by [specify a reasonable deadline].

Thank you for your help.

Sincerely,

[Your Name]

[Your Account Number or Reference Number, if applicable]