

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

Customer Service

XGram

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

Dear XGram Customer Service,

Subject: Complaint Regarding [Brief Subject of Complaint]

I am writing to formally express my dissatisfaction with [specific issue or situation] that I encountered on [date]. Despite my expectations, [describe the problem in detail, including any relevant facts, figures, or previous communication].

Given these circumstances, I would appreciate it if you could [state the desired resolution, such as a refund, exchange, or clarification].

I hope for a prompt resolution to this matter. Thank you for your attention to this issue.

Sincerely,
[Your Name]