

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

Customer Service

[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., a product/service] that I purchased on [purchase date].

The main issue I encountered was [explain the problem in detail, including relevant information such as model numbers, order numbers, and specific incidents].

Despite my attempts to resolve this by [mention any previous communications or actions taken, e.g., contacting customer support, returning the product], the issue remains unresolved. I believe this falls short of the standards of customer service I expect from [Company's Name].

I request a resolution to this matter, which could include [mention your desired outcome, e.g., a refund, replacement, or an apology]. I hope to hear back from you soon to discuss this further.

Thank you for your attention to this matter.

Sincerely,
[Your Name]