

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

Customer Service

XQZ Company

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

Dear Customer Service Team,

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [describe the specific issue or product/service] that I encountered on [date]. Despite my expectations, [explain the situation in detail].

I have attempted to resolve this matter by [mention any previous communication or actions taken], but unfortunately, I have not received a satisfactory response.

I kindly request that you [state your desired resolution or outcome]. I believe this is a reasonable request considering [provide any supporting arguments or evidence].

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

Sincerely,

[Your Name]