

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

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

Dear [Recipient's Name or "To Whom It May Concern"],
Subject: Formal Complaint Regarding XVM

I am writing to formally express my dissatisfaction concerning [briefly describe the issue with XVM, e.g., "the recent issues encountered while using your XVM service"].

[Provide a detailed description of the problem, including dates, locations, and any relevant details to support your complaint.]

I have made numerous attempts to resolve this issue through [mention any previous communications or attempts to solve the problem, e.g., "customer service"], but unfortunately, my concerns have not been adequately addressed.

I kindly request that you take appropriate action to resolve this matter.
[Mention any specific resolution you are seeking, such as a refund, correction, or response.]

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]