

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

Customer Service

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

Dear [Customer Service / Specific Person's Name],
I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date of incident]. Despite my expectations of high-quality service from [Company Name], my experience has been far from satisfactory.

[Describe the issue in detail, including what happened, any relevant order numbers, and the impact it had on you.]

I attempted to resolve this issue by [mention any prior attempts to contact customer service or resolve the issue], but unfortunately, [explain any lack of response or resolution].

I would appreciate it if you could [state your desired outcome, such as a refund, replacement, or other resolution]. I believe this would be a fair resolution considering the circumstances.

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

Sincerely,
[Your Name]