

[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,

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [describe the issue] that I experienced on [date].

Despite my previous attempts to resolve the matter by [list any previous communication or actions taken], the issue remains unresolved. [Provide specific details about the issue, including any relevant order numbers or reference numbers].

I kindly request that you [state what you would like the company to do to resolve the issue] by [include a reasonable deadline for response].

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

Sincerely,

[Your Name]