

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

Customer Service

YXY

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with [specific issue or product/service] that I experienced on [date]. Despite my expectations for quality and service from YXY, I was disappointed due to [describe issue clearly and concisely].

I have attempted to resolve this matter by [mention any previous correspondence or steps taken to resolve the issue]. However, I have not received a satisfactory response.

I would appreciate it if you could [state your desired resolution]. 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)]