

Service Issue Resolution Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name or Customer Service Department],

I am writing to formally request the resolution of a service issue that I have been experiencing with [briefly explain the service]. On [date of issue], I encountered [describe the specific issue encountered]. Despite my attempts to resolve the matter by [mention any previous communication or attempts to resolve], the problem persists.

For your reference, my account number is [Your Account Number], and I have attached copies of relevant documents, including [list any attached documents, such as previous correspondence, receipts, etc.].

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps for resolution. Thank you for your assistance.

Sincerely,

[Your Name]