

Complaint Regarding Poor Customer Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the customer service I received on [specific date]. During my visit/call to [store name or customer service line], I encountered [describe the issue briefly, e.g., long wait times, unhelpful staff].

Despite my efforts to resolve the issue, I felt that my concerns were not addressed adequately. [Add specific details of the interaction, including any representatives' names if applicable].

As a loyal customer, I trust that [Company Name] values its customers and aims to provide excellent service. I hope that you will address this matter seriously, and I look forward to your prompt response to my concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]