

# Complaint Letter Regarding Telecom Service

Date: [Insert Date]

To,

Customer Service Department  
[Telecom Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Complaint Regarding Telecom Service Usage and Request for Resolution

Dear Customer Service Team,

I am writing to formally bring to your attention a complaint regarding the telecom services I have been using. My account number is [insert account number], and my service address is [insert address].

Over the past [insert duration], I have experienced several issues including [briefly describe the issues, e.g. poor network coverage, frequent disconnections, incorrect billing]. Despite my repeated attempts to resolve these issues through your customer support, the situation remains unresolved.

I kindly request immediate attention to these matters and a resolution at your earliest convenience. I expect a response within [insert time frame, e.g. 7 days] and a clear plan on how you intend to address these issues.

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

Sincerely,

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