

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Telecom Company Name

Company Address

City, State, Zip Code

## **Subject: Formal Complaint Regarding Service Component Shortages**

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with the ongoing shortages of service components affecting my telecom services. My account number is [Your Account Number].

Over the past [duration, e.g., "three months"], I have experienced significant disruptions to my service, including [briefly describe specific issues, e.g., "interrupted internet connectivity and delayed response times from your support team"]. Despite my attempts to resolve these issues through customer service, the responses have been unsatisfactory and the problems persist.

This situation is causing considerable inconvenience and affects my [mention any specific concerns, e.g., "work from home capabilities"]. I urge you to address this matter urgently and provide a resolution as soon as possible.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

Your Name