Complaint Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

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

Dear Customer Service Team,

I am writing to formally request a resolution regarding my recent experience with your telecom services. My account number is [Account Number], and I have been a customer since [Year].

On [Date of the Issue], I encountered the following issue: [Briefly describe the issue]. Despite my attempts to resolve this through your customer service channels, including [mention any prior communications], the problem remains unresolved.

I kindly ask that you prioritize this matter and provide a solution at your earliest convenience. I look forward to hearing back from you regarding the steps that will be taken to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]