

Customer Service Complaint Resolution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resolution of Complaint - [Complaint Reference Number]

Dear [Customer Service Manager's Name],

I am writing to formally address my recent complaint regarding [brief description of the issue]. On [date of incident], I experienced [detailed description of the issue]. Despite my efforts to resolve this matter through your customer service channels, I have yet to receive a satisfactory resolution.

To summarize my request, I would appreciate your assistance in [what you want the company to do]. I believe this will help restore my confidence in your brand.

Thank you for your attention to this matter. I am looking forward to your prompt response and a resolution to my issue.

Sincerely,
[Your Name]