

# Letter of Demand

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally demand clarity regarding multiple unresponsive interactions I have experienced with your customer service team.

On [insert dates of communication], I reached out for assistance regarding [insert issue]. Unfortunately, I received no response/ambiguous responses that did not address my concerns. This lack of communication is unacceptable and has caused significant inconvenience.

I kindly request a detailed response outlining the status of my issue and the reasons for the communication breakdown. I expect to receive this clarity by [insert a specific date].

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

Sincerely,

[Your Name]