

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the customer service I have received from [Company's Name] regarding [specific issue or concern]. Despite my previous attempts to address this matter on [dates of previous communications], I have not received an adequate response.

The details of my concerns are as follows:

- [Describe specific issue 1]
- [Describe specific issue 2]
- [Describe any additional issues, if applicable]

I believe that as a valued customer, my concerns should be addressed promptly and effectively. I kindly request a response within [time frame you expect, e.g., 14 days] to resolve this issue satisfactorily.

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

Sincerely,

[Your Name]