

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding an unresolved technical issue that I have been experiencing with [describe the product or service] since [mention the date the issue began]. Despite multiple attempts to seek assistance through your customer service channels, the issue remains unresolved.

The particulars of the issue are as follows:

- Issue Description: [Provide a brief description of the issue]
- Date of Contact: [List dates when you contacted customer service]
- Reference Numbers: [Include any reference numbers provided by customer service]

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]