

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name Customer Service Manager],

I am writing to formally express my grievances regarding the unresponsive customer service I have experienced while trying to resolve an issue with [briefly describe the issue, e.g., a product malfunction, billing error, etc.]. Despite my multiple attempts to reach out through [mention the methods used, e.g., phone calls, emails], I have not received a satisfactory response or resolution.

The lack of communication and support has been disappointing, as I expected a higher level of service based on your company's reputation. I believe this situation needs to be addressed promptly to restore my confidence in your services.

I would appreciate a response regarding this matter no later than [insert a deadline, e.g., two weeks from the date of this letter]. Thank you for your attention to this urgent issue. I hope to hear from you soon.

Sincerely,

[Your Name]