

Complaint Letter

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

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with the post-purchase assistance I have received regarding my recent order (Order Number: XXXXX). Despite multiple attempts to reach out for support, I have not received a response or resolution to my inquiries.

Upon purchasing the item on [Purchase Date], I expected timely assistance should any issues arise. However, I have emailed and called your customer support line on [Dates of Contact], and have yet to receive any acknowledgment or help regarding my concerns.

As a loyal customer, I find this lack of response disappointing and unprofessional. I kindly request that my issues be addressed promptly. Please provide me with guidance on how to proceed with this matter.

Thank you for your attention to this important issue. I hope to hear from you soon.

Sincerely,
[Your Name]