

Grievance Regarding Inadequate Customer Support

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction with the customer support I have received from [Company Name] regarding [specific issue]. Despite multiple attempts to resolve the matter on [dates], I have found the assistance provided to be inadequate and unsatisfactory.

Specifically, [describe the issue in detail, including any reference numbers or relevant conversations]. I expected professional and timely support, but my experience has led to frustration and continued unresolved issues.

I request a resolution to this matter as soon as possible. I believe that as a valued customer, my concerns should be taken seriously and addressed promptly. I appreciate your attention to this matter and look forward to your swift response.

Thank you for your understanding.

Sincerely,

[Your Name]