

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a functionality failure I have encountered while using [App Name]. The issue has significantly affected my experience, and I believe it requires immediate attention.

Specifically, I have noticed that [describe the functionality failure, including any error messages or symptoms]. This issue has been occurring since [provide time frame], and I have attempted the following troubleshooting steps: [list any steps you've taken to resolve the issue, if applicable].

As a loyal user of your application, I would greatly appreciate any assistance you can provide in resolving this matter. Please let me know if there are any updates or if further information is needed from my side.

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

Sincerely,

[Your Name]