

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 regarding the service I received on [specific date]. Despite my expectations for a high standard of service, I found that [describe specific issue(s) encountered].

As a loyal customer, I was disappointed by this experience and would appreciate your attention to this matter. I believe that a resolution should be provided, and I would like to suggest [mention any potential solutions or what you expect as a resolution].

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

Sincerely,  
Your Name