

Complaint Regarding Utilities Services Contract Fulfillment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utilities Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally lodge a complaint regarding the fulfillment of my utilities services contract, account number [Insert Account Number]. Despite my expectations based on our agreement dated [Insert Contract Date], I have encountered several issues that remain unresolved.

Specifically, I would like to address the following concerns:

- [Describe specific issue 1]
- [Describe specific issue 2]
- [Describe specific issue 3]

These issues have had a significant impact on my experience as a customer. I have attempted to resolve them by [Insert any steps you have taken], but to no avail.

I kindly request your immediate attention to this matter and a prompt response with a plan on how you intend to address these issues. Please contact me at your earliest convenience.

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

Sincerely,

[Your Name]