

# Customer Service Complaint Letter

[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 lack of response I have received from your customer support team regarding my recent inquiry.

On [date of first contact], I reached out to your support via [method of contact, e.g., email, phone] regarding [brief description of the issue]. Despite my efforts to follow up on multiple occasions, I have yet to receive any acknowledgment or assistance in resolving my issue.

This lack of communication is disappointing and has caused [mention any inconvenience caused]. I expected a more prompt and professional response from your esteemed company.

I kindly request that my issue be addressed as soon as possible, and I would appreciate a timely response regarding the steps you will take to ensure better customer service in the future.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]