

Customer Service Complaint

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 [describe the issue briefly, e.g., my recent purchase, service experience, etc.]. On [date of the incident], I [explain the details of the complaint].

Despite my efforts to resolve this issue by [mention any previous communication or steps taken], I have not received a satisfactory response or solution. This experience has left me feeling [describe your feelings, e.g., frustrated, disappointed, etc.].

I expect a prompt resolution to this matter. I would appreciate it if you could [state what you want as a resolution]. Please contact me at your earliest convenience to discuss this further.

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

Sincerely,
[Your Name]