

Grievance Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Grievance Regarding Poor Customer Support

Dear [Recipient's Name or Customer Support Team],

I am writing to formally express my grievance regarding the unsatisfactory customer support I have recently experienced with [Company Name]. As a loyal customer, I expected a higher level of service when issues arose.

On [date of interaction], I contacted your support team due to [briefly describe the issue]. Unfortunately, the assistance I received was [describe the nature of the poor support, e.g., unhelpful, rude, delayed response]. Despite my attempts to resolve this matter through [mention any steps you took], the issue remains unresolved.

I believe that timely and effective support is critical for customer satisfaction and retention. I respectfully request that this issue be addressed promptly and expect a response by [set a reasonable date].

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

Sincerely,

[Your Name]