

Request for Accountability

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Accountability in Customer Service Conduct

Dear [Recipient's Name],

I am writing to formally express my concerns regarding my recent experience with your customer service team on [insert date of interaction]. During this interaction, I encountered [briefly explain the issue, e.g., unprofessional behavior, lack of assistance, etc.].

As a loyal customer of [Company Name], I believe that all customers deserve respectful and helpful responses from your personnel. I would appreciate it if you could address this matter and provide me with feedback regarding the steps your team intends to take to ensure such occurrences are prevented in the future.

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

Sincerely,

[Your Name]