

Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Inadequate Response to Service Issues

Dear [Recipient Name],

I am writing to formally express my disappointment regarding the inadequate response I have received in relation to my previous service issues reported on [insert date(s) of previous communication]. Despite my efforts to communicate my concerns, I have yet to receive a satisfactory resolution or acknowledgment of the problems I have faced.

Specifically, I would like to highlight the following issues:

- [Describe the first service issue]
- [Describe the second service issue]
- [Describe the third service issue]

Unfortunately, the lack of response and resolution has not only left me frustrated but has also affected my trust in your company's commitment to customer satisfaction.

I kindly request that this matter be addressed promptly. I would appreciate a written response detailing the steps you will take to rectify these issues within [insert a specific time frame, e.g., 14 days].

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

Sincerely,

[Your Name]