

## **Dear [Company Name] Customer Service,**

I am writing to express my dissatisfaction with my recent experience with [specific product or service], which I purchased on [purchase date]. Unfortunately, it did not meet my expectations due to [briefly explain the issue].

As a loyal customer, I am quite disappointed and hope to receive a prompt response from your team to resolve this matter. I believe a quick resolution is important to maintaining customer satisfaction and trust in your brand.

Please contact me at [your phone number] or [your email] at your earliest convenience. I look forward to your swift response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Address]  
[Date]