

Customer Concern Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to express my concern regarding the service issues I recently experienced at [Company Name]. On [insert date of service], I encountered the following problems: [briefly describe the service issues].

Despite my attempts to address these issues by [explain any actions you took, such as contacting customer service], I have not received a satisfactory resolution. This has caused [mention any inconvenience or impact].

I believe that as a valued customer, I deserve better service and resolution to my concerns. I kindly request that you look into this matter and provide me with an update at your earliest convenience.

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

Sincerely,

[Your Name]