

Complaint Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally address my recent experience with [describe the issue briefly], which occurred on [insert date]. Despite my previous communication regarding this matter, I feel my concerns have not been adequately resolved.

To summarize, [insert a brief description of the complaint and any actions taken to resolve it]. I believe this situation does not reflect the standard of service expected from [Company Name].

I kindly request that you take the necessary steps to resolve this issue by [state any specific actions you wish the company to take]. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]