

# Complaint Resolution Letter

Date: **[Insert Date]**

To: **[Company Name]**

Address: **[Company Address]**

Dear [Customer Service Manager's Name],

I am writing to formally address an issue I encountered with [describe the service] on [insert date]. Despite my efforts to resolve this matter through your customer service, I am yet to receive a satisfactory response.

The nature of my complaint is as follows:

- [Briefly describe the issue]
- [Mention any previous communication regarding this issue]

As a valued customer, I expected a higher standard of service. I would appreciate your urgent attention to this matter and a prompt resolution. I would be grateful if you could respond within [insert timeframe, e.g., 10 business days].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]