

# Complaint Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Manager's Name/Customer Support Team],

I am writing to formally address my recent experience regarding the cancellation of my subscription (Account Number: [Your Account Number]) for [Service/Product Name]. I initiated the cancellation on [Cancellation Date], but I have encountered issues that require resolution.

Details of the complaint:

- Date of cancellation request: [Cancellation Date]
- Subscription plan: [Subscription Plan Name]
- Issue experienced: [Brief description of the issue]

I expected the cancellation to be processed smoothly, as indicated in your policy. However, [describe the inconvenience or issue faced].

I kindly request your assistance in resolving this matter promptly. I would appreciate confirmation of my cancellation and any necessary steps to ensure no further charges occur.

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

Sincerely,

[Your Name]