

Complaint Letter Regarding Service Cancellation

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally complain about the recent cancellation of my service account (Account Number: [Your Account Number]) with [Company Name]. I received a notice of cancellation on [Date], which was unexpected and has caused significant inconvenience.

Despite my attempts to resolve this issue by contacting your customer service team on [List Dates], I have not received a satisfactory explanation for the cancellation. I believe there may have been a misunderstanding that could be clarified.

I expect [Company Name] to investigate this matter and provide me with a prompt response. I would appreciate reinstatement of my service or a detailed explanation of the cancellation process and any steps I may take to resolve this issue.

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

Sincerely,
[Your Name]