

Consumer Complaint Resolution Request

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

[Company Name]

[Company Address]

Dear [Customer Service Manager/Name],

I am writing to formally request a resolution for a complaint I have regarding [brief description of the issue, e.g., product/service name, order number, etc.], which I purchased on [purchase date].

Unfortunately, I have encountered the following issues: [detailed description of the problem, including any relevant dates, circumstances, and previous communications with customer service].

I believe this matter can be resolved by [suggest your desired resolution], and I would appreciate your prompt attention to this matter.

Thank you for your time and assistance. I look forward to your swift response.

Sincerely,

[Your Name]